UNIVERSITY OF
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WESTMINSTER⊞

Portfolio Submission Guidelines for Study Abroad Students

If you are applying for a practice (studio) based module where a portfolio is required (some modules within Architecture and within the Arts) you are required to submit a focused portfolio representing your experience and examples of your work in the subject of study you 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 also remember that students are permitted to take a *maximum of two practice modules per semester, up to a maximum value of 40 UK credits total.*

Please be aware that **not all** modules offered within these subjects are practical and students who meet the entry criteria may take theory modules. Theory modules are classroom based and are comprised of a lecture and seminar and have very little or no studio time associated with them.

The online module catalogue separates theory and practice modules by subject area. Please make sure 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 SELECT ALL OF THE PRACTICE MODULES THAT YOU WISH TO BE CONSIDERED FOR ON YOUR APPLICATION! This is because they must be approved prior to arrival by an academic member of staff. This also means that unfortunately you cannot be permitted to enrol onto a module not listed on your application upon the start of your programme.

Below you will find some guidelines to aid you in submitting an appropriate portfolio for consideration by a faculty member:

- **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, Instagram, 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.

- Portfolios must be submitted in English. Small translations of whole works cannot be accepted.

- 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.