# DIGITAL PORTFOLIO GUIDELINES

## BA HONS LEVEL 8
### CAO CODE: AU928
4 year Level 8 BA Hons Degree in Fine Art

## BA LEVEL 7
### CAO CODE: AU822
3 Year Level 7 BA Fine Art

## ADD ON YEAR BA HONS LEVEL 8 (DIRECT ENTRY)
### BA Level 8 Hons
One Year Programme after Level 7 to complete at Level 8.

## POSTGRADUATE STUDY
### Master of Arts
(specialism defined by the postgraduate student)

## PORTFOLIO ACCEPTANCE DEADLINES
**Submission Deadline 1:**
**Monday 24th March 2025**
**Submission Deadline 2:**
**Monday 5th May 2025**
**Submission Deadline 3:**
**Monday 2nd of July 2025**
**(for change of mind/late applications).**

## SUBMIT YOUR PORTFOLIO
To submit your digital portfolio and application form, or to ask any questions please email:
fineartportfolios.sligo@atu.ie

Ollscoil Teicneolaíochta an Atlantaigh

Atlantic Technological University

## FINE ART AT ATU SLIGO

A short guide to putting together your portfolio and photographing your artwork as a digital portfolio.



## WHAT SHOULD YOUR PORTFOLIO CONTAIN?

A well-presented portfolio says a lot about you and your work and shows us who you are creatively.

At this stage in your development, we like to see experimental and innovative work, sketchbooks and visual diaries. We place a strong emphasis on drawing in all forms, particularly from primary sources.

It is good to show us your creative development as well as your finished work.

Your portfolio is a selection of your strongest work.

We would not expect to see all the work you have produced but try to make your selection from recent work made in the last 2 to 3 years.

Approximately 15 pieces, you may include a selection of support work, studies. You may also add up to 15 pages of sketchbooks to your digital portfolio.

www.atu.ie/AU822

www.atu.ie/AU928

## General Portfolio Guidelines

Include a selection of the following:

### Drawing

- Examples of the use of a good range of drawing materials and processes.

### Colour

- Examples of other media including painting, collage and mixed media work that explore colour.

### Other Media and Mediums

- Printmaking, 3D and Photography, if you have worked in any of these areas.

### Support Work

- If you wish you may include some examples of your research and how the pieces of work developed.

### Sketchbooks

- Examples of your sketchbook pages should show your creativity and skills you have been developing.

- To show us art that you are interested in, you may include in your visual diary and sketchbooks, evidence of gallery visits. This can be shown through images of artworks and any colour studies and drawings you have made in relation to this.

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# GUIDELINES FOR PHOTOGRAPHING YOUR ARTWORK FOR YOUR DIGITAL PORTFOLIO

## 1. Setting up a space to photograph your artwork

Place clean sheets of white paper or a plain white sheet under or behind your work when photographing your work. Place your images on a plain surface (ideally white), either on the floor, a tabletop or a wall.

## 2. Lighting your work

Avoid shadows on your work and photograph in good natural light, either indoors or outdoors. Strong sunlight or fading evening light will make your images either too bright or too dark.

## 3. Taking your photographs

Frame the work in the camera so the sides are even, and your work is as straight as possible in the camera frame. Keep the camera directly in front of or over the artwork and keep it level with the work, this really helps to get a good straight shot.

## 4. Focus

Remember to keep your images in focus when taking the photographs.

As you photograph each page, be sure to keep the artwork inside the camera frame and fill the frame as much as possible.

## 5. Keep pages flat

When photographing your notebooks and journals keep the pages flat, taping the side of the page to tabletop of floor may help with this.

## 6. Avoid glare

Please do not mount or frame your work and be sure to remove your work from any plastic wallets so there is no glare.

## 7. Practice documenting before submitting your Portfolio

A little practice goes a long way. So, it is a good idea to have a practice photo shoot of a couple of pages of your artwork and your sketchbooks. Download or email your images to a screen where you can see them.

## 8. Ready to go

Check your framing and lighting of shots and if it needs some work then try again. Once you are satisfied that you have a good set up and are taking clear images of your work, start making your digital portfolio.

## 9. Back up your files

Remember to back up any photos you plan to submit. It would be a good idea to put your selected photographs, into a separate file in your phone or laptop before uploading, so you send the correct images.

## 10. Email your portfolio and statement of interest

There are two very important items to include in a portfolio application:

**1.** The ePortfolio (which should be in either PDF or PowerPoint format).

Include Your Name, CAO number and Course codes for which you are applying.

**2.** Include your Statement of Interest in your ePortfolio.

We are not looking for perfection in your digital documentation, just some nice clear images where we can see your portfolio well.

**Congratulations on uploading your portfolio. We are really looking forward to seeing your work.**