

Portfolio Preparation Evening Course 2018/19 **Application Information & Guidelines**

Applications will open on Monday 20th August and close on Friday 14th September 2018

COURSE TERM DATES 2018/19

The course is run over twenty weeks from September to February. Students attend once a week on a Wednesday evening, for three hours each class period.

The course will run as follows:

Wednesday (6 – 9pm) 26th September – 12th December 2018
(12 weeks)

(Winter Break)

9th January – 27th February 2019
(8 Weeks)

***Public and term holidays will be advised at the start of the course**

HOW TO APPLY

The Portfolio Evening Course welcomes applications from students who wish to go on to study Art & Design up to degree level. The course is not registered through UCAS and does not have any formal entry requirements however we expect students to possess the relevant qualifications for their intended onward study.

Application to the course requires a completed Application Form and submission of sample work.

Application forms are available by email by contacting Lorraine Garner in the Open Studio Department (l.garner@gsa.ac.uk 0141 566 1311. Alternatively, forms can be downloaded from the GSA website at <http://www.gsa.ac.uk/study/short-courses/portfolio/>

Upon receipt of your application form, you should save the document as a pdf to your own computer. Once completed, save your application as '*Your Name* Portfolio Evening Application' (e.g. John Smith Portfolio Evening Application) and email as a pdf attachment to l.garner@gsa.ac.uk Completed applications must include your supporting sample work.

Sample work is an essential component of your application. This should be provided by emailing 5 to 10 digital images of work along with the pdf of your completed Application Form. **It is vital that your images are formatted as jpegs at 72dpi resolution and do not exceed 200kb's per image.** (Please note that oversized images that do not match these criteria may block the recipient's inbox and prevent applications from being received). Please include an accompanying image list with details of your work including title, scale, material usage, and your name.

The admissions panel is interested in a candidate's most recent work and in particular, drawings from primary source material (i.e. not from photographs). Images from sketchbooks are encouraged, particularly those which demonstrate the applicant's creative process.

Applications can be submitted to the Department from **Monday 20th August 2018**. Applicants will initially receive a notification email confirming that their application has been received. Applications will be assessed by the Admissions Panel as they are received and on a rolling basis during the application timeframe. The final deadline for submitting completed applications is **Friday 14th September 2018**. Applicants are advised to submit their application documents and sample work as soon as possible.

Applicants will be notified of their result by e-mail. Successful applicants will be required to accept their place on the course by return e-mail and then make payment.

COURSE FEE

The course fee is £330.00 and full payment is required at the time of accepting the place on the course. You may pay by credit/debit card over the phone. If you wish to pay by cash, please contact the Department to arrange a suitable time that the Finance office is open for cash payments. (Cash cannot be received directly to the Open Studio office).

If you have any questions about the course please contact the Department:

Lorraine Garner, Open Studio Coordinator
l.garner@gsa.ac.uk 0141 566 1311
(Tuesday to Friday)

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