Hong Kong Baptist University

Academy of Visual Arts

Portfolio Guidelines (2019 Entry)

I.1. General Information

The portfolio is a selection of the applicant's recent creative works (if possible from within the past three years) that reflect his/her strength in both technical and creative skills. The selection the applicant made for the portfolio should emphasize on his/her individual ideas and interests, and should show that he/she are enthusiastic and ambitious to enter a visual arts career.

The selection may include but is not limited to:
· Reproductions (photos, scans, photocopies etc.) of any creative works of art and/or design produced by the candidate;
· Photo-documentations of other outcomes of their personal creative practice;
· Still-pictures and/or screenshots captured from any online or moving image works of the candidate;
· Documentations of their working processes (sketches, notes etc.) in relation with their project outcomes; and/or
· Written texts (in English language) from the areas of art history, art theory, or art criticism/appreciation.

The portfolio will usually not include any original works as it is intended for the portfolio to remain with the interviewer after the interview.

I.2. Applicant Information

Every portfolio should contain the following principal student identification data at a prominent place – usually on cover or on the first page of the portfolio:

Applicant Surname
Applicant First Name(s)
Additional Names (if any)
Application No.
Telephone Contact
Email Contact

Also all applicants have to submit a signed hard copy of this default plagiarism disclaimer:

I, _____(Application No.: _____), declare that the information provided in my portfolio is true, and the project(s) presented is/are produced by myself, unless specifically labelled otherwise.

I understand that the Academy of Visual Arts/Hong Kong Baptist University will collect and keep this declaration. In case un-truthful information/plagiarism is established during the admission process it will lead to immediate exclusion from further proceedings. If un-truthful information/plagiarism is found after the end of the admission exercise, it will render the outcomes of the admission exercise invalid, and may lead to dismissal from the university.

In addition to the above, required information, applicants are invited to provide a written personal statement of no more than 300 words in English language, providing information on personal background and motivation, or of otherwise useful nature.

I.3. Format for Hard-Copy Portfolios

A hard-copy portfolio typically consists of a 'book' containing images and information on the applicant's previous creative practice. While there is some required information to be included in the hard-copy portfolio (see below), there is nevertheless no default layout guideline. Applicants are responsible themselves to make sure all relevant information is presented clearly and understandably for assessment.

We expect a hard-copy portfolio to be a bound collection of pages with: a) a front-page, b) a page with an index list, and c) following image-pages that present your projects. A collection of loose photos is not considered a portfolio. Whether your portfolio comes as a file-book, a sketchbook, a purpose-made booklet or something else, is up to you. Also, how you design the portfolio – if at all – is up to you.

When preparing your portfolio, please follow the following formats:

The portfolio should be in A4 or A3-format only, please refrain from using any "free formats" or un-usual shapes. Materials for the portfolio should generally be paper-based (incl. different kinds of papers, cardboards etc.), but you may of course use plastic folders, files etc. also.

a) Front Page
The front page should clearly state your name, application number and contact details as outlined above. Please make sure that this information matches with the information you submitted before during the application process, in order to avoid confusion. You include your short personal statement – if any – but that would be optional. There is no need to include the plagiarism disclaimer again.

b) Index List
The second page should be an index list similar to the index-page in a book, however more detailed. It should show the project titles, years of creation, and media (in short: e.g. 'Drawing') of all the creative practice projects you submit in the portfolio.

c) Project Pages
After the index list you will then add the pages that present your actual creative outcomes through images and text.

I.4. Creative Practice Projects

For every creative practice project please provide the following principal information:

Project Title
Image Titles (if different to Project
Title) Year of Creation
Medium (please be fairly specific; e.g. don't just state the genre 'Drawing', but provide the exact media used: 'Drawing, pastel on cardboard')
Size(s)/Duration (in case of time-based
works) Project Description (optional; max.
50 words)

In addition, please let us know whether a project was

Individual Project/Group Project (if Group Project, please indicate your own
role) School-Assignment/Tutor-Assignment/Self-Assignment

All information needs to be provided in English language.

For every creative practice project you should provide at least one picture of the final result of the project. Especially for three-dimensional projects it may be sensible to have more than one pictures of the outcome from different perspectives, however the maximum number of pictures should not exceed 5.

It is possible to also submit time-based projects (video/sound/performance etc.) on CD/DVD as part of the portfolio. Please label the disk clearly with your name and application no. Time-based materials should not exceed 5 minutes playtime.

I.5. Theory Projects

For every theory project – if any – please provide the following principal information:

Text Title
Year of Creation
Subject Area
Publication Venue (if any)
Short Summary (optional; max. 500 words)

In addition, please indicate whether a project was

Individual Project/Group Project (if Group Project, please indicate your
role) School-Assignment/Tutor-Assignment/Self-Assignment

All information and text needs to be provided in English language.

For every theory project you may submit a text of approx. 1,000 words in English language. The text may include images for illustration.