

# SELECTION PROCEDURE

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## Visual Arts (VA) Information Design BA(ID) & Fine Arts BA(FA)

### INTRODUCTION TO I.D.

*The successful information designer (communications designer) is a professional, highly qualified person who plays a decisive strategic role in creating the contemporary visual environment. We live in a world in which we are surrounded by words and pictures and it is the designer's responsibility to provide original solutions to mass communication problems.*

### INTRODUCTION TO F.A.

*A BA in Fine Arts will equip you with skills to practise as a professional artist who can establish a market through exhibitions and commissions. Alternatively you could become a curator, art gallery director or an art consultant; work in the educational sector as a teacher/lecturer or establish an art school; or work as a creative facilitator in creative arts organisations such as the new media industry.*

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## FOLLOW THESE STEPS TO APPLY

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**01** Apply at UP > **02** Apply at VA > **03** Book for selection interviews & tests

- 01.** UP: online application (<http://www.up.ac.za/online-application>).
- 02.** VA: Personally submit or courier your portfolio & questionnaire to the Visual Arts building.
- 03.** VA: Book a provisional appointment for an interview and selection tests (012) 420 2353. Please note the different interview and test dates for ID and FA under Step 03, on page 7.

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## STEP 01

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### Apply at UP

*To ensure that your complete application for ID and/or FA is received at VA by 30 June 2020, it is strongly advised that you complete and submit your online application on the UP portal at least two weeks before the deadline.*

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### APPLY AT UP

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Only applications that comply with the University's admission requirements will be considered for selection and admission to Visual Arts.

The closing date for applications for all selection courses at the University of Pretoria (UP) for 2021 is **30 June 2020**. Apply online at [www.up.ac.za/apply](http://www.up.ac.za/apply). Please contact the Student Service Centre on Hatfield campus (contact via 012 420 3111 or [ssc@up.ac.za](mailto:ssc@up.ac.za)) if you experience problems with your online application. You will be notified via SMS and/or email if your application is **not** successful.



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## Minimum Admission Requirements

For additional information regarding the minimum admission requirements, visit [www.up.ac.za/programmes](http://www.up.ac.za/programmes).

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## ADMISSION REQUIREMENTS

If you intend to study BA Information Design or BA Fine Arts at Visual Arts, please make sure that you comply with the following minimum requirements for admission (as explained on the VA web page):

- › National Senior Certificate (NSC) or an equivalent qualification with admission to bachelor's degree study.
- › An Admission Point Score (APS) of 30 (Grade 12 applicants calculate their APS using Grade 11 marks when applying, but Grade 12 marks are used for APS calculations for applicants who have already obtained a NSC or equivalent qualification. All applicants must achieve an APS of at least 28 in Grade 12 for final admission).
- › English Home Language or English First Additional Language (Level 5).
- › Although art as a school subject is not a requirement, you will have to complete a portfolio and questionnaire as part of your application

**NOTE** After submitting your UP application, please print the proof of your successful application, and then continue with Step 02, i.e. your application at VA.

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## STEP 02

### Apply at VA

If you apply for ID or ID and FA: your questionnaire & portfolio must reach the VA building at UP by Tuesday, 30 June 2020.

If you apply only for FA: your questionnaire & portfolio must reach the VA building at UP by Tuesday, 14 July 2020.

### Where can I get the questionnaire?

Go to [www.up.ac.za/visualarts](http://www.up.ac.za/visualarts) Click on Study, then click on Applications & Selections Procedure. Next, download and complete the selection questionnaire (.pdf).

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## APPLY AT VA

All applicants for Information Design (ID), Fine Arts (FA) or both courses compile only **one questionnaire** and **one portfolio**, clearly indicating their first choice of study. Please staple the **one questionnaire, with proof of your successful UP online application** in the top left corner and slip into an envelope (sleeve) in the portfolio and personally submit or courier to VA.

**NOTE** After meeting the respective ID and FA deadlines to submit the mandatory deliverables at the VA building, make sure to book an appointment at VA for interview and selection tests.

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## VA SELECTION QUESTIONNAIRE

The questionnaire is available for download from the Visual Arts link on the UP website. Kindly complete the questionnaire by hand and submit it together with your portfolio as well as proof of your successful UP online application.

All applicants need to complete the cover sheet of the questionnaire and provide their General information (section 01). Thereafter, please ensure that you complete the section(s) that correspond with your application choice/s: Information Design (section 02) and/or Fine Arts (section 03).

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# APPLY AT VA (CONTINUED)

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## VA PORTFOLIO REQUIREMENTS

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### **Where do I submit?**

Personally submit or courier proof of your successful UP online application, your completed Questionnaire and Portfolio to:

Visual Arts building  
University of Pretoria  
Cnr. Lynnwood rd. & Roper Str.  
Hatfield, 0083

### **Directions & map**

The University of Pretoria's Hatfield campus is mapped on Google Maps. Use the following search phrase to find the building: 'Visual Arts University of Pretoria'.

A map of the Main (Hatfield) Campus can also be downloaded from the UP website.

**NOTE** If you apply for both Information Design and Fine Arts complete one portfolio only and submit it to VA together with the other mandatory requirements

Please submit an **A4 portfolio** (not A3) of at least twenty works, including at least four original drawings (as specified below), four original photographs (as specified below) and at least twelve colour postcard-size photographs (as specified below). An A4 flip-file is suitable for this purpose. Remember that a good portfolio shows a diversity or variety of media and content. To this end, the following requirements serve as guidelines for the selection of work:

- › Only include examples of works that have been created in the **last two years**.
- › Please mount and present drawings and the photographs of your work in an A4 format such as a flip-file or a ring-bound document.

### **04 x ORIGINAL DRAWINGS**

- › 2 x A4 pencil drawings created from observation (that is, **not from photographs** but from observing real life phenomena, such as people, buildings, still life objects or animals).
- › 2 x A4 pencil drawings of any topic, drawn from memory (this means not using photographic reference). These could be drawings of a crisis you experienced or a humorous situation you may have found yourself in.
- › Include the 4 pencil drawings described above in the portfolio in their original form, not as copies or photographs.

### **04 x ORIGINAL PHOTOGRAPHS**

- › Kindly submit 4 original photographs that shows your pictorial direction when taking photographs of subjects such as people, buildings, still life objects, fashion, documentation, etc.
- › Reflect your personal interests through the subject matter that you choose to photograph.

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## APPLY AT VA (CONTINUED)

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### PORTFOLIO REQUIREMENTS (CONTINUED)

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#### **Portfolio Tip**

*Keep the format of your portfolio simple. Avoid cluttering your work with decorative add-ons such as glitter or any other type of scrap-booking paraphernalia.*

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#### **Photographing 3D projects**

*You may choose to submit photographs of 3D work. You may also decide to photograph 3D work from a few different angles. Please note that all angles of the same work count as only one portfolio piece.*

#### **12 x ADDITIONAL WORK**

For the rest of the portfolio, please include a selection of at least twelve photographs of your art/design work to indicate your proficiency in auto-graphic hand-drawn mark making, expression and communication. The work that you select should show your preference for Information Design or Fine Arts or both. The photographs need to be clear and of a good quality but need not be taken by a professional photographer. You may include photographs of any of the categories listed below:

- › illustration/drawing (in pencil, charcoal or pastel)
- › paintings (in watercolour, gouache, acrylic or oils)
- › print-making
- › 3-D designs/constructions or sculpture (see tips below on photographing 3D work)
- › photography (a maximum of 2 images using photography as an art medium)
- › technical or engineering drawings (a maximum of two)

#### **TIPS FOR PHOTOGRAPHING 3D PROJECTS**

- › **Stage:** A white stage or a black backdrop may help to showcase the object/project in good lighting.
- › **Lighting:** Experiment with light placement for dynamic and well-lit objects.
- › **Angles:** Experiment with different angles to present dynamic photographs of 3D work.
- › **Cropping:** Don't be afraid to crop your work to exclude unnecessary elements or surroundings.

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## APPLY AT VA (CONTINUED)

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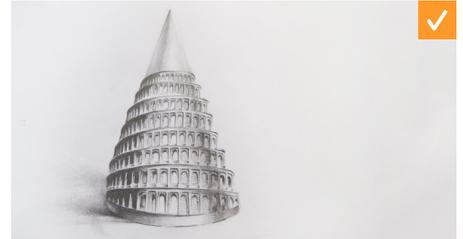
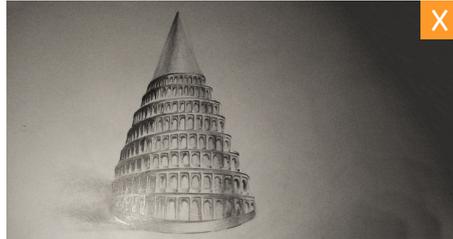
### PORTFOLIO REQUIREMENTS (CONTINUED)

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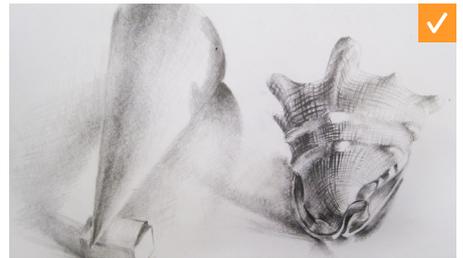
#### Photographing 2D work

Remember to avoid glares (do not take photographs under direct light). Make sure you capture sharp photos. Please also avoid submitting images that are out of focus).

#### TIPS FOR PHOTOGRAPHING 2D WORK



**Glares and dark edges:** Make sure to capture your photographs in natural light in a well lit area. Photographs captured in darker areas with harsh lighting will result in dark edges and glares.



**Blurry images:** Make sure that you submit sharp images. Adjusting your shutter speed and using a tripod are good ways to avoid blurring your images.

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#### Labelling Tip

Keep your labelling simple and clear. Avoid cluttering the labels with decorative fonts and extra elements.

#### LABELLING YOUR WORK

Provide the following information about each piece in your portfolio:

- › A brief description or rationale (50 words) of the idea/concept of your work.
- › The commissioner of the work. Was it done for school, a client or was it self-commissioned?
- › The size and medium (e.g. pencil, oils, pastels) of the work.
- › The year in which the work was completed.

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# DECLARATION OF AUTHENTICITY OF WORK

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I \_\_\_\_\_ , student number \_\_\_\_\_ ,

do hereby attest that all the artworks presented in my portfolio submitted herewith are my own, unassisted and original work and that the content in the documentation is true and accurate.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



## STEP 03

### **Interview & Selection test date**

*If you apply for both ID and FA: Finalise the date for your appointment no later than 30 June 2020. Interviews begin on 04 July 2020.*

*If you apply only for FA: You are advised to finalise the date for your appointment as soon as possible, but no later than 14 July 2020. Interviews for submissions received between 01 and 14 July begin on 18 July 2020.*

### **Notification**

*By 03 July 2020, you will be notified if your application for ID is unsuccessful.*

*By 17 July 2020, you will be notified if your application for FA is unsuccessful.*

## INTERVIEW & SELECTION TESTS

### BOOK FOR INTERVIEW & SELECTION TESTS

All applicants must book a date for an appointment by the time that your questionnaire and portfolio are submitted:

- > 30 June 2020 for ID applicants and applicants applying for both ID and FA
- > 14 July 2020 for applicants applying only for FA

All applicants must please phone (012) 420-2353 to make an appointment. ID applicants, kindly note that if you do not finalise your interview and test date by 30 June 2020 you risk the chance of losing an opportunity to continue with the selection process. If you have applied for both practical courses offered by VA, it is mandatory to make an interview appointment for each course, i.e. two separate interviews for ID and FA on the same day.

If you do not hear from VA by 03 July 2020 for your ID application, or by 17 July 2020 for your FA application, you can assume that you qualify for the next round, and that your booking is automatically confirmed for the interview and selection test. Report to the foyer of the VA building on the day of your appointment at 08:00 for 08:30 to register. Tests begin at 08:30 and continue to 13:00. Twenty minute interviews are scheduled between 10:00-16:30. Should you wish to present original works in addition to the portfolio submitted, you may do so during your interview. Please bring these works on the day of your interview and tests and remove them on the same day as VA cannot accept responsibility for storing your work.

### UNSUCCESSFUL APPLICATIONS

You will be notified whether your application does not comply with UP and/or VA's admission requirements by 03 July 2020 for ID applicants, and 17 July 2020 for FA applicants. This notification will be sent to you via email and/or SMS. Therefore, it is essential for you to ensure that you provide the correct contact details of your preferred email address and cellphone number.

If your application is not successful, you will not be allowed to continue to the final stage of selection. Please be aware that the selection panel's decision in this regard is final; no correspondence will be entered into by the selection panel members, nor other VA staff, including administrators.

**NOTE** *The Fine Arts division at VA reserves the right to do a second round of selection should the student quota not be met during the first round. In the event that the selection process is reopened, a notice will be placed on VA's homepage on the UP website with detailed information about a second round of the selection process. Please note that a second round of selection does not apply to the Information Design division.*

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# INTERVIEW & SELECTION TESTS

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## STEP 03

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### **Access to campus**

*Applicants must access the UP campus using Entrance 12 on University Road (opposite the Loftus Metro Train Station). Please bring proof of identification (ID or driver's licence) to gain entry on campus.*

*Directions to the exact rooms and instructions will be posted in the foyer of the VA building on the test days.*

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### **Final Selection Results**

*You will be notified via email and/or SMS no later than 31 August 2020.*

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## PROCEDURES FOR INTERVIEW & SELECTION TESTS

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### **PROCEDURE FOR INTERVIEWS**

You will be interviewed by a panel of people, consisting of lecturers from Visual Arts as well as representatives from the design industry or practicing fine artists. The panel will ask you a number of questions related to your knowledge of the Information Design or Fine Arts course at UP, the design and/or fine arts industry as well as current local and world events. You will also be asked interpretative questions to test your lateral thinking skills. Personal insight and motivation are highly regarded in the interview.

### **PROCEDURE FOR SELECTION TESTS**

You will undertake two tests. The first test examines your ability to think laterally, visualise ideas, interpret visual images, and communicate ideas in written form. The second test is a drawing test which appraises your technical skill and your understanding of composition. Both tests are considered with your portfolio presentation and your interview for the selection decision.

**NOTE** *Please bring the following equipment with you: pen, 2B and 6B pencils, sharpener, eraser, ruler (30cm), scissors and glue stick.*

### **FINAL SELECTION RESULTS**

You will receive an email and/or SMS indicating whether you have been accepted or not. If you have been accepted then kindly call Visual Arts on (012) 420-2353 no later than 31 August 2020 in order to confirm whether you will be taking your place or not.

### **ACCEPTANCE OF ADMISSION AT UP**

If you have been conditionally or unconditionally admitted, visit the My UP login (UP Portal) 'Student Centre' to accept or decline the place that has been allocated to you.

### **COLLECTION OF PORTFOLIOS**

Collect your portfolio from the VA building from 07 September 2020.