

A GUIDE ON HOW TO APPLY FOR A LICENTIATE

Distinctions and Qualifications Guidelines



Please consider the environment before printing this document

What are Distinctions and how do I apply



LICENTIATE (LRPS)



ASSOCIATE (ARPS)



FELLOWSHIP (FRPS)

INTRODUCTION TO THE DISTINCTIONS

The Royal Photographic Society Distinctions are recognised as some of the most prestigious in the world. There are three levels of Distinctions – **Licentiate**, **Associate** and **Fellowship**. Should you be awarded a Distinction, you are only entitled to use the Distinction while you remain a member of The Society.

LICENTIATE

There are no restrictions on the subject matter when applying for this level. A Panel of Associate or Fellowship members of The Society assesses your application.

ASSOCIATE AND FELLOWSHIP

Applications are assessed by Panels as detailed below. Panel members are normally Fellows of The Society or, in particular circumstances, external advisers may be consulted.

- **Applied:** Photography which has a specific end purpose or use. This by definition includes all professional photography as well as many other disciplines such as: documentary, portraiture, theatrical, record, architectural, wedding, visual journalism, astronomy and palaeontology.
- **Conceptual and Contemporary:** photography which explores, defines, illustrates or evaluates issues through photographic images.
- **Creative Production:** recognises technical and imaginative skills in the post production of still imagery through digital or analogue processing. Submissions will be from applicants working in graphic and illustrative arts and this is to be encouraged in so far as the application is principally based on photographic imagery.
- **Multimedia:** encompasses Audio Visual, Film and Television and interactive multimedia. Multi platform work should be submitted in this category.
- **Natural History:** includes all branches of natural history, including zoology, botany, and meteorology.
- **Science:** Most applicants involved in scientific subjects apply for one of the Imaging Science Qualifications (ISQ). It is possible however, to apply for a Distinction in scientific and medical imaging, medical photography or other related discipline by the submission of a portfolio of prints, transparencies or digital images.
- **Travel:** Applications have no geographical limitations, and should express the feeling of a time and place, and portray a land, its people or culture.
- **Creative:** This category recognises digital creativity either in camera or in post production. Applications must originate as the applicant's own photography, but manipulation will have altered the reality of the images.
- **Pictorial:** This category is intended to recognise the creative use of the camera, in producing images which are not fundamentally altered either in post production processing or in-camera manipulation.
- **Research, Education and application of Photography:** as a general rule, applications will be by way of a written paper.

Fellowship applications are assessed in the first instance by the Panel appropriate to the category in which you apply. Should the submission meet the requirements of that category and they consider the application worthy of further consideration for The Society's Fellowship, they will forward it to the Fellowship Board. The Fellowship Board is the final arbiter in all applications for Fellowship of the Royal Photographic Society. The purpose of the Fellowship Board is to maintain a consistent standard of distinguished photographic ability across all the categories. The Board consists of the most experienced Fellows of The Society, drawn from the Distinctions Advisory Board and general



membership. The recommendations made by this Board will go to Council for ratification.

Individual images may only be submitted at one level of Distinction. In assessing submissions at a higher level, any previous successful application will, when practicable, be reviewed to ensure a development in photographic skills and understanding.

The applicant must own the copyright to, and be the creator of, all the photographic elements in a submission. No third party images may be used in the majority of categories. A limited number of third party images may be used in Multimedia submissions (see Panel requirements 5e); third party images can be used in Research, Education and Application of Photography submissions; and in Creative Production applications.

It is expected that your submission will have a high technical quality appropriate to the category in which you are applying. It is accepted that technical quality relevant to one category may not be appropriate for another. For instance, medical or scientific images may require consistent sharpness, while Natural History may require key points of focus, with backgrounds appropriate to the subject and scale of the subject. Lighting must be used effectively, whether natural or artificial. Submissions should be free from technical faults.

Applicants may make only one submission to a particular Distinctions Panel at any time (multiple submissions in the same category at the same time by an individual will not be accepted).

All assessments are carried out anonymously, with the candidates' names only being announced after a successful assessment. Details of the deliberations are not made public.

The Royal Photographic Society is a photographic society and an educational charity, and whilst other elements can feature, and be an integral part of an application for a Distinction, the assessment will be heavily weighted to the standard of photography within the submission.

DISTINCTIONS: THE PROCESS AND FORMATS

ASSESSMENT DAYS: HOW YOUR WORK IS ASSESSED

Licentiate and Associate assessments are normally conducted in front of an audience, many of whom will have applications being considered during the day. Fellowship submissions are conducted without an audience.

The day begins with a welcome from the Distinctions Department and a brief introduction from the Chairperson. Each submission is assessed by a Panel of experts, normally consisting of five panel members and a Chairperson. A Distinctions Advisory Board moderator will normally be present. Submissions are assessed anonymously; only the Chairperson and Distinctions staff are aware of the applicant's name. Submissions are assessed against the criteria set out in these Distinctions guidelines.

LICENTIATE: PRINTS

- The portfolio is displayed as per your hanging plan; in a maximum of three rows. The panel initially views the portfolio as a whole, followed by a detailed examination of the images.
- The chair will collate the assessment forms and announce the decision, if successful the applicant will be named and a panel member will speak about the successful panel, if unsuccessful applicants remain anonymous and the reasons for the decision are concisely explained to the audience.
- The Panel Chair may have a private discussion with the members of the Panel, without an audience being present.
- All Panel recommendations are forwarded to the Distinctions Advisory Board and Council for final ratification. Once approved by Council, you will be notified that your Distinction has been awarded.
- All unsuccessful applicants will receive a feedback letter giving the reasons why they were not recommended, based on the comments written on the marking sheets.

LICENTIATE: IMAGES FOR SCREEN/TRANSPARENCIES

- The portfolio is projected onto a screen/monitor with a black background. The images are projected individually for seven seconds each in sequence as you have numbered them, and the whole portfolio is projected twice.
- Digital images only - Thumbnails are then left on the screen while a decision is made. The software used performs no manipulation in putting the image on the screen.
- At the conclusion of the viewing, any panel member can select any of the 10 images for closer inspection regarding technical issues, and voice their concerns. No comments will be made at this stage other than those related to technical concerns.
- The chair will collate the assessment forms and announce the decision, if successful the applicant will be named and a panel member will speak about the successful panel, if unsuccessful applicants remain anonymous and the reasons for the decision are concisely explained to the audience.
- The Panel Chair may have a private discussion with the members of the Panel, without an audience being present.
- All Panel recommendations are forwarded to the Distinctions Advisory Board and Council for final ratification. Once approved by Council, you will be notified that your Distinction has been awarded.
- All unsuccessful applicants will receive a feedback letter giving the reasons why they were not recommended, based on the comments written on the marking sheets.

LICENTIATE: BOOKS

- Due to the difficulty in reviewing books, they are assessed without an audience.
- Books are viewed by the Panel members and the assessment procedure is as for Prints, above.

ASSOCIATE: PRINTS

- The portfolio is displayed as per your hanging plan, in a maximum of three rows and the Statement of Intent is read out. The Panel initially views the portfolio as a whole, followed by a detailed examination of the images.
- After studying the portfolio; an initial vote is taken and the Panel Chair asks one or more panel members to comment, following which, a final vote is taken. On occasion, the Panel Chair may have a private discussion with the members of the Panel, without an audience being present.
- The Panel Chair then announces whether the submission will be recommended, and if successful; the applicant's name will be announced.
- Unsuccessful applicants remain anonymous; and the reasons for the decision are concisely explained to the audience.
- All unsuccessful applicants will receive a feedback letter giving the reasons why they were not recommended.

ASSOCIATE: IMAGES FOR SCREEN/TRANSPARENCIES

- The portfolio is projected onto a screen/monitor with a black background. The images are projected individually for seven seconds each in sequence as you have numbered them, and the whole portfolio is projected twice.
- Digital images only - Thumbnails are then left on the screen while a decision is made. The software used performs no manipulation in putting the image on the screen.
- At the conclusion of the viewing, any panel member can select any of the 15 images for closer inspection and voice their concerns.
- The chair will ask for initial vote, panel members will show either a red or green card. The chairman will ask one panel member from the minority to talk about the submission, and then one panel member from the majority. The chairperson will ask the remaining panel members for any further comments. A final vote is taken and the decision is made. If recommended the applicants name will be announced, and if not recommended the panel will write down the reasons why they can not recommend the submission, and the chairperson will explain the reasons why.
- The Panel Chair may have a private discussion with the members of the Panel, without an audience being present.
- All Panel recommendations are forwarded to the Distinctions Advisory Board and Council for final ratification. Once approved by Council, you will be notified that your Distinction has been awarded.
- All unsuccessful applicants will receive a feedback letter giving the reasons why they were not recommended, based on the comments written on the comment sheets.

ASSOCIATE: BOOKS

- Due to the difficulty in reviewing books, they are assessed without an audience.
- Books are viewed by the Panel members and the assessment procedure is as for Prints, above.

FELLOWSHIP: PRINTS AND BOOKS

- Fellowship applications are assessed in the first instance by the Panel appropriate to the category in which you apply. Should the submission meet the requirements of that category and they consider the application worthy of consideration for The Society's Fellowship, the Panel will forward it for consideration to the Fellowship Board.

- The Fellowship Board is the final arbiter in all applications for Fellowship of The Royal Photographic Society. The purpose of the Fellowship Board is to maintain a consistent standard of distinguished photographic ability across all the categories. The Board consists of the most experienced Fellows of The Society, drawn from the Distinctions Advisory Board and general membership.
- All recommendations are subject to the approval of Council.
- There is no audience present during the consideration of a Fellowship application.
- At the Fellowship Board, again without an audience, the Statement of Intent is read out and the portfolio displayed. The Chair from the category who has forwarded the submission introduces the portfolio, and the DAB moderator who was present comments. The assessment procedure then follows that detailed for Associate applications.
- The Fellowship Board Chair then announces whether the submission will be recommended to Council, and if successful, the applicant's name will be announced.
- Unsuccessful applicants remain anonymous.
- If a submission is unsuccessful, the Fellowship Board will vote as to whether any re-submission should be considered first in the category which forwarded the submission, or whether it can return directly to the Fellowship Board.

NOTIFICATION OF THE SPECIALIST CATEGORY RESULTS

Applicants for Licentiate and Associate will normally receive an email within two working days of the assessment, advising them of the decision of the initial Panel assessment. Fellowship applicants will be advised whether they have been forwarded to the Fellowship Board for further consideration, and the date of that meeting. (If you do not have email, a letter will be sent by 1st class post).

PANEL DECISIONS:

- All portfolios that the Panels or Fellowship Board consider meet the required standard need to be ratified by the Distinctions Advisory Board and The Society's Council, and it is Council which finally award the Distinction. This is usually within 14 days of the assessment. Once ratified, you will receive a letter of confirmation and a Certificate under the Seal of The Society; signed by the President. You will also receive a lapel badge and a digital file containing The Society's Distinction emblem which can be used on your personal stationery. You are entitled – and encouraged – to use the letters LRPS/ARPS/FRPS after your name.
- The Society reserves the right to request the original file, negative or transparency of an image used in a Distinctions application.
- Please note that if a submission for Associate or Fellowship is unsuccessful, normally you will not be able to submit any part of it to another category. If however, the Panel considers it more appropriate to another category, they can recommend transferring it to that category prior to giving their assessment.

Unsuccessful applications: Unfortunately, not everyone may be recommended. Applicants will normally be notified of the decision within two working days. Within 28 days of the assessment, all applicants who have not been recommended will receive a feedback letter giving the reasons for the decision. Whenever possible, you will be given the opportunity to receive help and advice from a member of the Panel.



REFERRALS

Where an applicant has narrowly failed but shows clear evidence of the required standard in all but a limited number of images, The Society has a 'Referral Procedure', in which the applicant has the relevant images identified, and is given the opportunity to amend them. There is a set procedure for this, which will be explained in detail to the applicant in their feedback letter.

RESUBMISSION

A resubmission is offered by the Chairperson to those applicants whose submission has not been recommended, but the panel felt their submission had merit and was close to the standard.

The Society has a 'Resubmission Procedure', in which the applicant has the relevant images identified, and is given the opportunity to amend them. There is a set procedure for this, which will be explained in detail to the applicant in their feedback letter.

DISTINCTIONS: THE PRACTICALITIES

THIS SECTION SETS OUT THE PRACTICAL ASPECTS OF APPLYING FOR A DISTINCTION.

YOUR APPLICATION: THE FORM

- You must complete an application form.
- You may submit more than one application to different categories, but a separate fee and form must be submitted for each one.
- Do not send the application form with your work, unless you are applying with Images for screen, in which case they can be sent together.

YOUR APPLICATION: THE SUBMISSION

- Make sure your prints are in the correct order, and on the back of each print, you have put your name and the number in the order of display.
- If sending prints, send two copies of your hanging plan and Statement of Intent where applicable.

OR

- If sending digital images, make sure your digital files are correctly numbered in the sequence in which they should be displayed.
- Your name must not be shown on the front of prints, or in the digital file name, or on the front of your book submission, unless a commercially produced publication. Failure to adhere to this requirement may result in the disqualification of the application.
- If you are sending your work, make sure that:
 1. It is securely packed.
 2. It is clearly labelled with your name, email address, category and date of assessment.
 3. The parcel must arrive 14 days prior to the assessment date. It is the applicant's responsibility to ensure that it arrives on time.
- You will receive an email confirmation when your submission has been received.

OVERSEAS PARCELS

- Import duties, taxes, and charges are the applicants responsibility.
Please check with your country's customs office to determine what these additional costs will be prior to sending your portfolio.
For more details please visit www.hmrc.gov.uk/customs/post/customs-procedures
- Please stick the evidence label provided on the front of your parcel. Ensure you have clearly written your email address on this label, and you will be notified by email when we receive your portfolio.
- The Society will not take responsibility for paying import fees, and will not accept parcels requiring additional payments.
- Note – it may cost more to have your prints returned than to reprint them; let us know if you do not wish them to be returned. If prints or digital files are not to be returned, The Society may retain them for educational purposes, otherwise they will be destroyed.
- If you have requested your portfolio to be returned, please ensure we have valid credit card details, as payment will be taken on receipt of the courier invoice.



PERSONAL DELIVERY AND COLLECTION

- You can bring your prints on the day of the assessment between 9am and 9.45am.
- You may leave your submission at Reception at The Society's Headquarters between 9am and 5pm, Mon to Fri.
- If you wish to collect your submission on the day of the assessment, you should state this on your application form and it will be available at lunch time or the end of the day.
- To collect your submission at a later date – during office hours – please contact the Distinctions Department.

FEES AND PAYMENT

- For current fees, please go to our website.
- Distinctions are only awarded to members of The Society. If you are a member, you must ensure your current subscription is paid. If you are not a member, you must complete the Non-Member section on the application form, and include the membership subscription. This will only be processed if you are successful.
- If you have requested your portfolio to be returned, please ensure we have valid credit card details.

RETURNING YOUR PORTFOLIO

- Please see the application form for details.
- CDs will not be returned and will be destroyed.
- Personal collection – see above.
- All reasonable care will be taken with your submission, but The Society will not be responsible for any loss or damage whilst in its care or in transit. The Society insures for £75. By submitting your application, you agree to these terms.

RETENTION OF PORTFOLIOS

- The Society reserves the right to retain successful submissions for six months beyond the date of assessment to promote The Society and its Distinctions. There will be no commercial use. By submitting your application, you agree to these terms. You will be notified if your submission is to be retained.

CANCELLATIONS/DEFERRALS

- After submitting your application form, if for any reason you are unable to send your submission or need to make other changes, please e-mail the relevant level lrps@rps.org or arps@rps.org or frps@rps.org. Any cancellations or change requests must be made via e-mail.
- If you cancel/defer within 14 days of your assessment date you will be fully charged for the assessment. We are unable to offer a refund or deferral.
- You can request once only to cancel/defer 15 days or more prior to your assessment, without any charge, but all future requests will incur a £25 administration charge.

REVIEW PROCEDURE AND DISPUTES

The decision of the assessment panel is final. However, if a candidate feels that there is any question as to whether the assessment process has been correctly adhered to, they can ask The Society to review their application. All such requests must normally be made in writing within four weeks of receipt of the feedback letter, outlining fully the substance of the applicant's case. In such cases, the Chair of the Distinctions Advisory Board will initially assess the case, and decide if the complaint merits further review. If that is the case, the Distinctions Advisory Board will appoint a moderator to investigate and report to the Distinctions Advisory Board for a decision. In such cases, the decision of the Distinctions Advisory Board will be final.

WHERE TO GET ADVICE ON YOUR PORTFOLIO

There are a number of ways in which you can obtain guidance from The Society in working towards applying for one of The Society's Distinctions.

- The website has examples of successful applications.
- Attend a Licentiate and Associate Distinctions Advisory Day – organised throughout the UK and Europe, with web advisory sessions for overseas members. These are led by Panel members who show successful submissions, and comment on potential submissions you bring with you on the day. (see below).
- Attend an Assessment Panel – open to members and non-members who want to watch, whether or not your submission is being assessed. Dates, locations and where to obtain e-tickets are published in The Society's Journal and on the website.
- The Distinctions Department may be able to offer one to one advice with a Panel member. In such circumstances, at an assessment, the Panel member who gives advice will declare their involvement. This may preclude the Panel member from voting or commenting when a portfolio is being assessed. If you consult a number of Panel members, you may jeopardise the assessment of your portfolio.
- You are recommended only to obtain advice from a current Panel member who will be aware of the current processes and standards.
- You can upload your images to our website if you require specific Distinctions advice prior to making a submission at www.rps.org/advice.

DISTINCTIONS ADVISORY DAYS

Distinctions Advisory days are educational events and provide an opportunity for members and non-members working towards The Society's Distinctions at Licentiate and Associate level to receive informed advice from members of the appropriate Distinctions Panel. You will see successful submissions and have the opportunity to receive comments on your own work, and to hear comments on work by others attending throughout the day. Many attend initially as observers to begin to understand what is required, and the differences between the different categories.

- Ideally, you should bring your preferred selection, plus a reserve of around 10 extra images.
- Ideally prints should be mounted but not framed, and of the size you would intend to submit.
- Remember, the advice given will depend on the portfolio seen at the time – projected images intended to be printed cannot be commented on in terms of print quality, the same applies with small working prints.
- Applicants should try to ensure that they attend an Advisory Day with a Panel member appropriate to the category in which they propose submitting. Panel members cannot give advice on categories where they are not a member of the Panel.
- Advice from a panel member is only their opinion – at the assessment there will be four or five Panel members who may view your Panel differently. Individual Panel members can only give guidance and cannot guarantee success.
- A limited number of separate Fellowship Advisory days are held at venues throughout the UK. Only members working towards a Fellowship application may attend, and no audience will be present. You may only attend two Fellowship Advisory Days with any given application.
- Distinctions Advisory Days organised by Overseas Chapters may consider Licentiate, Associate and Fellowship applications in all categories.



INTRODUCTION AND CELEBRATIONS DAYS

The Society promotes a number of these events each year in the UK. At these events, members and non-members have the opportunity to see recent successful submissions at Licentiate, and at Associate and Fellowship in each of the categories.

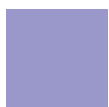
What are the requirements for a LRPS Distinction



LICENTIATE (LRPS)



ASSOCIATE (ARPS)



FELLOWSHIP (FRPS)

LICENTIATE OF THE ROYAL PHOTOGRAPHIC SOCIETY

The Distinction '**Licentiate of The Royal Photographic Society**' is the first level of The Society's Distinctions. Licentiate members of The Society are entitled to use the letters LRPS after their name. The standard is high, but achievable for most dedicated photographers.

On being awarded your Licentiate, you will receive a certificate under the Seal of The Society, and lapel badge.

Application for Licentiate is open to everyone. However, Distinctions can only be awarded to members of The Society; non-member applicants must join The Society in order to receive the Distinction, (there is a non-member section on the application form that must be completed). You are only entitled to use the Distinction as long as you are a member of The Society.

Your submission can be one of the following:

- 10 prints (if prints are mounted, then more than one image per mount is permitted, but only counts as one of the ten).
- 10 JPEG images for screen.
- A book containing a minimum of 20 key images and three prints (a minimum of two copies must be supplied).
- 10 transparencies (any format is acceptable, but please advise the Distinctions department before submission to allow appropriate viewing).
- A **Multimedia** application can also be submitted for Licentiate membership. This includes the various elements of audiovisual, moving image and multimedia. For specific requirements, see the Multimedia category (5e).
- Applications cannot be a mix of the above.

Research, Education and Application of Photography applications will normally be a written paper. Applications relating to this, and to **Imaging Science Qualifications**, are considered in the pages for the appropriate category (5j) or (6b).

To be awarded Licentiate of The Society, you will need to show variety in approach and technique but not necessarily in subject matter, evidence of creative ability and a high technical standard appropriate to your submission, together with a comprehensive knowledge and ability in your discipline. It is essential that a range of photographic skills are demonstrated within your submission.

Applications at Licentiate level will be assessed against the following criteria:

Presentation	Editing, selection and sequencing to show a variety of approach within a cohesive display. Repetition of similar images should be avoided.
Technique (Camera)	Choice of viewpoint and lighting appropriate to the subject. Suitable and accurate focus and exposure. Suitable depth of field. Choice of appropriate shutter speeds. Highlight and shadow detail, density and correct colour rendition.
Technique (Technical)	Absence of processing faults.

	Appropriate choice of materials for the subject.
	Evidence of tonal control.
	Good image finishing.
	Attention to masking and colour management.
Visual Awareness	An understanding of light and its effect on mood and texture.
	Composition, design and cropping of images.
	Appropriate use of masking and manipulation.
	Awareness of appropriate backgrounds and viewpoints.
Communication	Show personal input, and an understanding and empathy with the subject.
	Show communication of mood, ideas and narrative as appropriate.
	Selection of the appropriate medium to assist communication
	Show evidence of imagination and creativity, and ability to capture the decisive moment.

Your portfolio may be sent to **The Distinctions Department, The Royal Photographic Society, Fenton House, 122 Wells Road, Bath, BA2 3AH**, or brought in person on the day if you are attending the assessment.

REQUIREMENTS FOR A LICENTIATE APPLICATION WITH PRINTS

MANDATORY REQUIREMENTS

- The application must be a portfolio of 10 prints.
- Framed images are not permitted.
- Your portfolio can be displayed in one, two or three rows but not more.
- Under no circumstances can the applicant's name be displayed on the front of the prints. (Failure to comply with this requirement will result in immediate disqualification and loss of application fee).
- Two copies of the sequence must be printed on A4 paper, not mounted

ADVISORY

- It is normal for prints to be mounted. Unmounted prints can be accepted but applicants should stiffen their images with thin card to ensure their images are presented to a high standard.
- More than one image can be displayed in one print or mount but will only count as one of the 10 prints.
 - The size of images including mounts submitted is not restricted but the following points are worth considering;
 - There are three display rails.
 - The maximum height between the display rails is 23" (585mm).
 - The maximum length of the display area is 15ft (4.6m).
 - Image sizes are normally between 10"x8" (254mm x 204mm) and 20"x16" (508mm x 408mm).
- If you are considering submitting images greater than the height between display rails, you must contact the Distinctions department before submitting your portfolio.
- When considering the image size, remember the consistency of quality throughout your portfolio is more important than size alone.
- When choosing your mount medium consider that neutral colours are normally the best choice, and be consistent throughout the portfolio.
- Print portfolios can be mixed medium; colour, monochrome, toned, digital and chemical process can all be included.
- Commercially produced images are acceptable but the applicant is responsible for the quality of the submitted work.

Your submission may be forwarded to **The Distinctions Department, The Royal Photographic Society, Fenton House, 122 Wells Road, Bath, BA2 3AH**, or brought in person on the day if you are attending the assessment.

REQUIREMENTS FOR A LICENTIATE APPLICATION WITH IMAGES FOR SCREEN (IFS) 2016.

MANDATORY REQUIREMENTS

- The application must be a portfolio of 10 digital images.
- The image data must be in RGB mode (even for monochrome images) and in the sRGB colour space.
- The current projection dimensions are either 3840 pixels wide (landscape) or 2160 pixels high (portrait). The image data must not exceed these dimensions in either direction.
- Image files must be saved in JPEG format: saving at the highest quality is recommended. Images must be named with two digits only: 01, 02, 03, through to 10.
- The applicant's name must not be included in the file name or displayed with the image. (Failure to comply with this requirement will result in disqualification and loss of the application fee).
- Two copies of the portfolio must be printed in sequence on A4 paper, with your full name and date of assessment on the front. Please use a small font (e.g. 10).

ADVISORY

- Give consideration to the sequence of your portfolio images, they will be viewed in the numeric order (01 to 10) which you have titled your files. The sequence of the images is part of the assessment criteria.
- Ensure that the equipment used to create your portfolio is calibrated correctly.

Your submission may be sent on a USB stick/CD/DVD by post to **Mr Simon Vercoe LRPS, The Distinctions Department, The Royal Photographic Society, Fenton House, 122 Wells Road, Bath, BA2 3AH**. The Distinctions department will confirm by email the receipt of your submission.

REQUIREMENTS FOR A LICENTIATE APPLICATION WITH TRANSPARENCIES

MANDATORY REQUIREMENTS

- The application must be a portfolio of 10 transparencies.
- Transparencies should be 35mm or 6cm x 6cm for projection. Larger transparencies will be viewed on a light box. Your application must all be of the same format.
- Each transparency should be marked with your name and a number to indicate the viewing order. Place a spot on the bottom left corner of the mount as viewed on a light box.
- Your images will be displayed in the order you number.
- Two copies of the sequence must be submitted with your application.
- The sequence must be printed on A4 paper, not mounted.

ADVISORY

- Give consideration to the sequence of your portfolio images, they will be viewed in the order you number your images. The sequence of the images is part of the assessment criteria.

Your submission may be forwarded by post to **The Distinctions Department, The Royal Photographic Society, Fenton House, 122 Wells Road, Bath, BA2 3AH.**

REQUIREMENTS FOR A LICENTIATE APPLICATION WITH BOOKS

MANDATORY REQUIREMENTS

- The applicant must submit a minimum of two copies of the book.
- The minimum page size of the book is 10"x8" (255mm x 204mm).
- The book will contain a minimum of 20 key images and three prints.
- Each key image must occupy a significant area of the page.
- All key images must be to Licentiate standard.
- Where there is joint authorship in any aspect of the production of the book, the applicant must state clearly who was responsible for which elements.
- Three images within the book must be supplied as supporting evidence.

ADVISORY

- Books are assessed without an audience.
- Give consideration to the sequence and layout of your images, the sequence of the images is part of the assessment criteria.
- The applicant is responsible for the technical quality of the images, commercial self published books may not be printed to the required standard.
- It is preferable that no name should appear on or in, the book. If a name appears, it will not be an anonymous assessment

Your books must be forwarded to **The Distinctions Department, The Royal Photographic Society, Fenton House, 122 Wells Road, Bath, BA2 3AH.**

Contact details lrps@rps.org

How to contact and find us



LICENTIATE (LRPS)



ASSOCIATE (ARPS)



FELLOWSHIP (FRPS)

CONTACT DETAILS

THE DISTINCTIONS DEPARTMENT

The RPS, Fenton House, 122 Wells Road, Bath BA2 3AH, UK

t +44 (0)1225 325733 f +44 (0) 1225 448688

www.rps.org

twitter.com/The_RPS

facebook.com/royalphotographicsociety

For general Distinction enquires please email distinctions@rps.org

For individual Distinction enquires please email either Licentiate lrps@rps.org, Associate arps@rps.org, or Fellowship frps@rps.org

You will be most welcome to visit Fenton House. We are open weekdays from 9am to 5pm, and look forward to seeing you. Please note, there is no parking at The Society's offices but on-street parking can be found on the main road or on streets to the left.

[Link to Google Maps](#)

