

DISTINCTIONS AND QUALIFICATIONS

# REQUIREMENTS FOR THE ASSOCIATE DISTINCTION

GUIDELINES FOR PRINT, DIGITAL AND BOOK FORMATS

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## ASSOCIATE OF THE ROYAL PHOTOGRAPHIC SOCIETY

The Distinction 'Associate of The Royal Photographic Society' is the second level of The RPS's Distinctions and is a significant step up from the Licentiate. Associates are entitled to use the letters ARPS after their name.

CREDIT: Brian Morgan ARPS  
GENRE: Documentary Photography



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

Application for Associate is open to everyone, however, Distinctions can only be awarded to members of the RPS, and non-member applicants must join The RPS in order to receive the Distinction. You are only entitled to retain the Distinction as long as you are a full member of the RPS. It is strongly recommended that applicants should hold Licentiate of the RPS, although it is not mandatory.

Your submission can be one of the following:

### **PRINTS**

15 Mounted Prints

### **DIGITAL**

15 Digital Images for  
projection in numeric  
order

### **BOOK**

A Book containing 15  
images  
(two copies must be supplied)

Applications cannot be a mix of the above



CREDIT: Malcolm English ARPS  
GENRE: Applied Photography

## ASSOCIATE CRITERIA

Applications at Associate level will be assessed against the following criteria

1. A Statement of Intent that defines the purpose of the work, identifying its aims and objectives.
2. A cohesive body of work that depicts and communicates the aims and objectives set out in the Statement of Intent.
3. A body of work that communicates an individual's vision and understanding.
4. A high level of technical ability using techniques and photographic practices appropriate to the subject.
5. An appropriate and high level of understanding of craft and artistic presentation.

## REQUIREMENTS FOR A PRINT SUBMISSION

### MANDATORY REQUIREMENTS

- The application must be a submission of 15 prints.
- The Applicant must be the creator of all Photographic elements that are being assessed.
- The Applicant must own the copyright of the images and have the permissions from any third party.
- Framed images are not permitted.
- All submissions must be mounted, non-mounted photographs will not be assessed.
- Your submission can be displayed in one, two or three rows.
- 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 the application fee).
- Two copies of the presentation layout must be provided on A4 paper (un-mounted) with your full name and date of assessment on the front. Please use a small font e.g. 14 in a legible Font.
- All prints must be numbered on the back of the mounts to correspond to the numbers on the hanging plan.
- You must submit a Statement of Intent that defines the purpose of the work, identifying its aims and objectives in a maximum of 150\* words, and should not include technical information.
- A word count must be included below the statement. Failure to comply with this requirement may result in disqualification and loss of your application fee.
- A submission Details Form must be completed and submitted with the prints.
- Digital versions of your prints must also be submitted.

\*300 For Contemporary

### ADVISORY

- More than one image can be displayed in one print or mount but will only count as one of the 15 prints.
- There is a maximum of three display rails.
- The maximum height between the display rails is 23" (585mm).
- The maximum length of the display area is 21ft (6.4m).
- 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 images 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 submissions 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.



## REQUIREMENTS FOR A DIGITAL SUBMISSION

### MANDATORY REQUIREMENTS

- The application must be a portfolio of 15 digital images
- The Applicant must be the creator of all Photographic elements that are being assessed.
- The Applicant must own the copyright of the images and have the permissions from any third party.
- The colour space must be RGB. Please do not send Greyscale, CMYK, Lab, or any other colour space.
- The embedded colour profile must be sRGB. Please do not send AdobeRGB or any other colour profile.
- The maximum display dimensions are ~~3840 pixels wide x 2160 pixels high~~. **For Assessments taking place in Smethwick: 1920 pixels wide x 1200 pixels high.**
- Image files must be saved in standard baseline JPEG format: saving at the highest quality is recommended.
- Images must be named with two digits only: 01, 02, 03, through to 15.
- 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).
- A presentation layout must be provided with your full name and date of assessment on the front. Please use a small font e.g. 14 in a legible Font.
- Your submission can be displayed in one, two or three rows.
- You must submit a Statement of Intent that defines the purpose of the work, identifying its aims and objectives in a maximum of 150\* words, and should not include technical information.
- A word count must be included below the statement. Failure to comply with this requirement may result in disqualification and loss fees.
- A submission Details Form must be completed and submitted with the Digital Images.

\*300 For Contemporary

### ADVISORY

- Give consideration to the presentation of your portfolio images, they will be viewed in the numeric order (01 to 15) which you have titled your files. The presentation of the images is part of the assessment criteria.
- Ensure that the equipment used to create your portfolio is calibrated correctly.
- Exceeding pixel dimensions of ~~3840 x 2160~~ **1920 x 1200** could introduce digital artefacts due to rescaling.
- Files with pixel dimensions lower than ~~3840 x 2160~~ **1920 x 1200** will be projected at their natural size (1:1) and padded with black.
- If the resolution value is requested, please set to 300ppi when saving your file.





## REQUIREMENTS FOR A BOOK SUBMISSION

### MANDATORY REQUIREMENTS

- The book must consist of a body of work that contains 15 images.
- Two copies of the book must be supplied.
- You must submit a Statement of Intent that defines the purpose of the work, identifying its aims and objectives in a maximum of 150\* words, and should not include technical information.
- A word count must be included below the statement. Failure to comply with this requirement may result in disqualification and loss of your application fee.
- The Applicant must be the creator of all Photographic elements that are being assessed.
- The Applicant must own the copyright of the images and have the permissions from any third party. Where there is joint authorship of the Book, the Assessment Panel must decide on whether the Applicant's individual contribution to the submission is appropriate so that the book can be evaluated fairly to the stated Criteria and Requirements.
- Where there is joint authorship in any aspect of the production, the applicant must clearly state who was responsible for which elements.
- The Applicants name must not appear on the submission.
- A submission details form must be completed and submitted with the books.
- Digital images or a PDF copy of the book must also be submitted.
- The submission must only contain images and must not include any text except for the statement of intent\*\*.

\*300 For Contemporary

\*\*The statement of Intent can either be included within the book or as a separate A4 document.

### ADVISORY

- Give consideration to the presentation and layout of your images, the presentation of the images is part of the assessment criteria. Please note that the front and back cover are not counted as part of the 15 images required.
- The applicant is responsible for the technical quality of the images.
- Commercially produced books are acceptable, but the applicant is responsible for the quality of the submitted work.