

# HOW TO PREPARE YOUR PORTFOLIO



**Royal  
Academy of Art  
The Hague**

**For prospective Preparatory  
Year or bachelor's students**

# Table of Contents

What is a portfolio?	7
What should be included in my portfolio?	8
How do I upload my portfolio?	12



# Hello!

**In this booklet you will find information about preparing your portfolio for admission for the preparatory year or for one of our seven bachelor's programmes at KABK.**

The portfolio requirements for admission differ per department and study level. We advise you to always check our website [www.kabk.nl/en/programmes](http://www.kabk.nl/en/programmes) for the latest admission requirements for the study programme of your interest.



Scan the QR code and  
find your programme.



## What is a portfolio?

If you decide to apply for a study programme at the KABK you have to prepare a portfolio as part of the application procedure. Your portfolio should demonstrate your artistic talent, intellectual curiosity, and affinity with artistic disciplines. We are curious to find out what triggers you, what interests you, the 'stories' you want to tell us. We advise you to start collecting your work, sketches, research, and other experiments or try-outs you made as soon as you decide to apply for a study programme at KABK.

Your portfolio is a collection of work and ideas demonstrating the state of your creative development. It represents your creativity, knowledge, interests, and skills. The primary goal is to give insight into the way you work, your capabilities and interests. We are curious about who you are and how you look at the world. We are not looking for a professional portfolio. We don't and can't expect that from you.

Find out more about what to include in your portfolio in the next section.

# What should be included in my portfolio?

Your portfolio is a collection of self-made work. It can contain work made on your own initiative, for example: drawings, sketches, designs, models, images, photographs, paintings, 3Dd, works in textile/wood/metal, movies and other works that you have created.

## Video or interactive works

In the case of time-based documentation (audio/video/etc.), we ask you to indicate one piece (or part) that you absolutely want to be viewed or listened to by the admission committee. When uploading your portfolio in Osiris, for some study programmes you have the opportunity to upload a URL.

Make certain that the link works and that there is no password or expiry date and ensure that everyone can watch it. Keep in mind that the assessors have limited time and can't view long videos or a lot of different videos. Make sure that the committee doesn't need to scroll through the videos and maybe miss the important parts. If you have questions about this, please reach out to the department coordinator.

## Inspiration, unfinished works & process

You can also provide information about the kind of topics you're interested in and your sources of inspiration. You may, of course, use your portfolio to show what you can already do, such as certain technical skills or crafts, but it's also important to show where your curiosity lies and what you would like to investigate or discover further when coming to study at KABK.

Also unfinished works, (material) experiments, examples, ideas and try-outs belong to the process of your works and are presented in your portfolio. The addition of a visual journal in which you record your sources of inspiration (artists, artworks, designers, designs, themes, stories, images etc.) and your ideas, plans and experiences is of added value. This way, you provide insight into the process prior to the creation of a work. However, this is not mandatory.

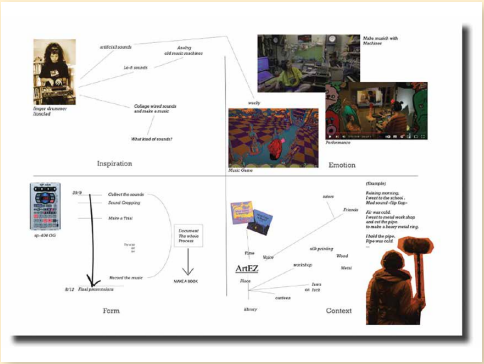
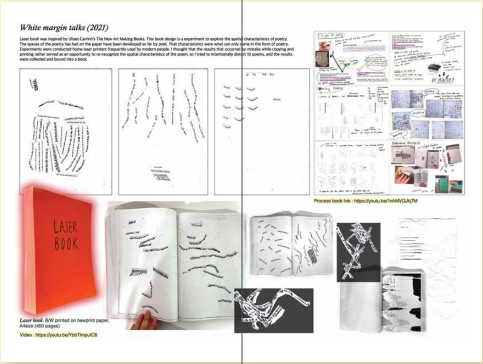
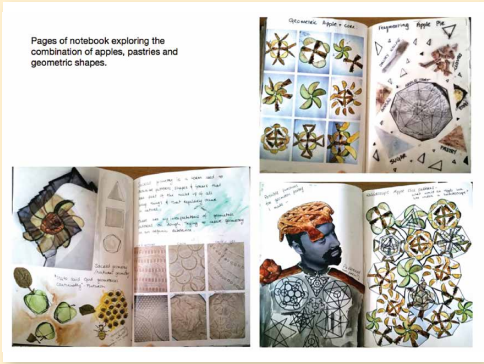
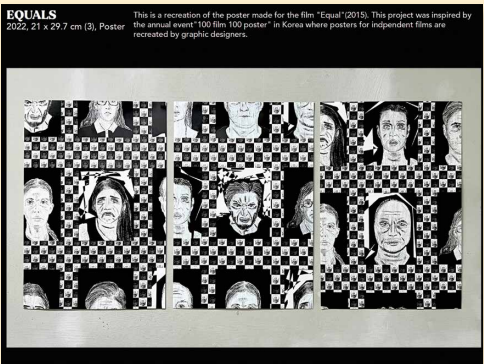
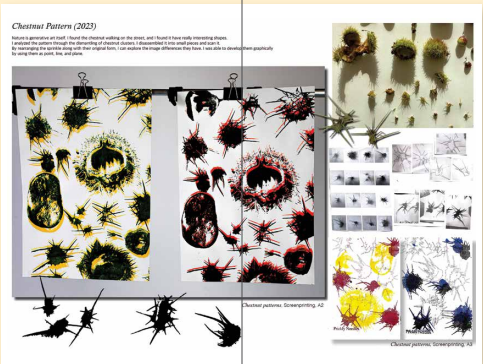
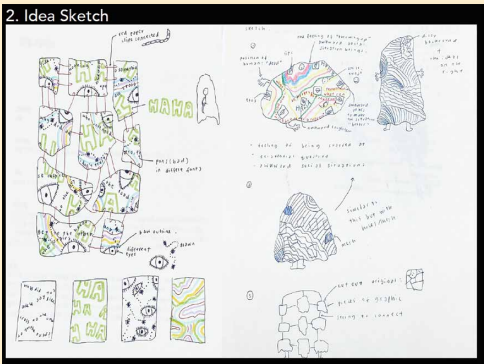
By 'process' we mean the journey that leads towards your end result. Did you experiment with materials? Who or what inspired you? What should your work communicate? Did you do research into specific subjects? Document this and take us along with you on your journey. The process is just as important as the end result.

**The portfolio requirements for admission differ per department and study level. We advise you to always check the study programme of your interest for the latest admission requirements: [www.kabk.nl/en/programmes](http://www.kabk.nl/en/programmes)**



# Examples of structuring your process and try-outs.

**Please note:** these examples show not how it should be done, they give you an idea of what we mean. Always do it in your own way!





# How do I upload my portfolio?

After collecting your materials, you need to select the works that represent what you find interesting and present these in the best possible way. Think about what you want to show and convey to the admission committee.

Make a digital document with a clear overview of your selected works and for example your documentation of the process. Your portfolio should be in one file. If you have video-based and/or audio-based works you can include links in your portfolio.

Your portfolio needs to be uploaded in a PDF format in Osiris. There is a maximum file size and a maximum number of pages. This differs per study programme.

You can find the latest admission requirements on the '*How to apply*' page under each study programme on our website.

## Upload your portfolio in Osiris

Start your application by selecting your preferred study programme on [www.kabk.nl/en/programmes](http://www.kabk.nl/en/programmes). From there you will be guided through the various steps of the application procedure.

Some of our study programmes process applications based on priority deadline(s). Exceptional or extended deadlines are mentioned on the website pages of each study programme. We encourage you to start your application and submit your portfolio to be considered for admission by the priority deadline. By the final deadline, there is a possibility that a waiting list will have already been formed.

Keep in mind that for the admission to some departments you need to do additional special assignments.

## Admission procedure Preparatory Year

1. Go to [www.kabk.nl](http://www.kabk.nl) and click on the Apply button.
2. Select 'Preparatory Year' in the list.
3. Register via Osiris.
4. Admission interview (online through Microsoft Teams).
5. Enrol at KABK.

More information about the application procedure for the Preparatory Year can be found on our website.

## Admission procedure bachelor's programmes

If you want to apply for a bachelor's programme, you need to go through several steps to complete your application before you can upload your portfolio.

1. Start your application via Studielink.
2. Submit your portfolio in Osiris. You will receive an email about this.
3. Entrance examination day and/or interview.
4. Upload diplomas and required documents.
5. Official enrolment.



Scan the QR code for more information about the Preparatory Year.



Scan the QR code for more information about the bachelor's programmes.







## Did you know...

### ***... that the BA in Fine Arts also offers a Double Degree programme?***

A Double Degree? What's that? Fine Arts students can combine their BA in Fine Arts programme with Leiden University's BA in Arts, Media and Society.

### ***... that you can also customise your bachelor's programme at the KABK?***

Customise my programme? How? You have the chance to curate 20% of your own curriculum at the KABK. This part of the curriculum is called the Individual Study Track (IST). It allows you to focus on discovering and developing your fascinations and preferences and your personal artistic attitude. The IST gives you an excellent opportunity to discover your own potential and ambitions and to customise your studies accordingly. The KABK has a wide range of IST Labs to accommodate your ambitions, but you can also develop your own projects and collaborate with students from other departments.

### ***... that when studying in The Hague, you're studying in the International City of Peace and Justice?***

Tens of thousands of people in The Hague work every day to build a more peaceful and just world. Doing good and doing business form the very heart and soul of The Hague's economy, with an increasing focus on using new technologies to help accelerate peace, justice and security worldwide.





## Questions?

If you have any questions about your portfolio after reading this booklet, you can find more information about each study programme on our website. You can also contact the coordinator of a specific study programme if you have questions about your portfolio or the application procedure.

All the contact details of each department are given on our website: **[www.kabk.nl/en/programmes](http://www.kabk.nl/en/programmes)**

Questions about practical matters, such as tuition fees, visas and the enrolment procedure, can be addressed to the Student Administration department via:

**[studentadministration@kabk.nl](mailto:studentadministration@kabk.nl)**

## Notes

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## Notes

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## PUBLICATION DETAILS

Royal Academy of Art, The Hague  
© November 2023

### Text

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### Design

Jaap Smit

### Typeface

Marr Sans (Commercial Type)

**[www.kabk.nl](http://www.kabk.nl)**

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