

Documentation of your exam exhibition

Younjae Lih will document your exhibitions the first Saturday (KHM1) or Sunday (KHM2) after the opening from 10.00, if nothing else is agreed upon.

We have agreed upon a new routine concerning the documentations:

- Documentation takes place on Saturday or Sunday after opening at 10.00 o'clock if nothing else is agreed upon.
- The photographer's assignment is to document the exhibitions for the school's needs which are archives, yearbook, website, quality evaluations etc. **Each art piece**, including close-ups of important details in the construction and texture, the scale and position of the works in relation to each other and the room and overall views **must be documented**. These institutional needs may not always correspond with the student's needs and requirements so we strongly recommend all students to do a documentation on your own.
- Student makes sure that the exhibition is started and that Jenny gets entrance to it.
- Student is present during the documentation to answer questions and assist if needed (installation issues for instance)
- Younjae sends his documentation to **the student, the supervisor, Joakim Sima with cc to the professors at Malmö Art Academy and Silvana Hed** within a few working days
- The student and the supervisor goes through the documentation and makes sure that the art works are well represented within the frame of the photographer's assignment (see above)
- If the documentation needs to be completed Jenny will contact the student for a new appointment

I would also like to forward our general information about documentation and archiving (see below). Please feel free to contact me if anything is unclear.

My best
Silvana

*We are obliged to keep an archive of all examination assignments. Thanks to our yearbook we have a very good documentation of the examination assignments but this has to be supplemented so that sound and video works also can be presented in a representative way. We have to consider that **all works and installation views** showing all parts are included.*

Therefore please follow the instructions below and send in your digital files in connection with your exhibition. The assigned photographer will send the photo documentation directly to us. NB that we do not archive any originals and that the documentation will be used only for archive and evaluation processes.

Silvana

Documenting examination assignments

To be able to cover the whole scope of your exam work/show we need following documentation of your exams work/project (see below).

Please collect all documentary material in a digital folder named with your full name and the title of the work. This folder with content must **not exceed 4.7 GB** since in the next step, your material will be delivered by the MAA staff on a DVD/CD to the Swedish National Agency for Higher Education.

Checklist:

1. Images of all works included in your examination assignments.
2. Installation images from the show (group show for BFA and solo show for MFA) where all works are included.
3. Time based works – like videos, sound pieces and documentations of live performances – must be delivered in their full length.

Accepted formats are;

PDF
JPG
MP3
QT.MOV with H.264 or MPEG-4 compression.

All files need to be functional on both Mac and PC.

4. A plan over the exhibition space, the KHM gallery, will be given to you as a digital document (see attachment). On this you mark where your works was installed by writing the titles of the individual works. Please do not forget to draw new walls and/or other structures that were built for your show.
5. A text document with captions for all image and files included in the documentation representing your examination assignments. State title, material, dimensions, year and length for video/sound.

In terms of image captions, the format is as follows:

- 1st line: Title (In italics)
- 2nd line: Year
- 3rd line: Material/Medium description (or installation view if this is the case)
- 4th line: Measurement/dimension (if applicable Height x Width x length)
- 5th line: Your name

(please do not write out "1st line:..." etc only your information)

or

- Text: (if you have a text work to include)

6. Pressrelease, invitation card and other written material.

You may send your files digitally via WeTransfer, Dropbox or some other service for filesharing to Joakim.Sima@khm.lu.se

They may also be delivered directly to Joakim.

If you deliver your work on a DVD or CD please make sure that it can be read by both PC and Mac.

If you encounter problems with decreasing the size of the video-files ask Sophie for help.

Please note: The school engages a photographer, Jenny Ekholm, to document the exhibitions for the school's needs (quality evaluations, yearbook, website etc) and archives. These institutional needs may not correspond with the student needs and requirements so we strongly recommend you to do a proper documentation on your own. It is crucial that you go through your documentation together with your supervisor or a teacher at school to make sure that your work is well represented.