

EXCHANGE YOUR MIND

PORTFOLIO



GUIDELINES



THOSE INDICATED HERE ARE GENERAL GUIDELINES
FORMULATED AS **SUGGESTIONS**
WITH THE PURPOSE OF HELPING THE STUDENT WHO HAS NEVER
PREPARED A PORTFOLIO BEFORE
OR WHO HAS ANY DOUBTS AND WANTS TO REVIEW THEIR
MATERIAL.

TECHNICAL REQUIREMENTS



CHECK THE TECHNICAL
REQUIREMENTS IN THE NOTICE CALL
REGARDING DIMENSIONS

PORTFOLIO **MAX 10 MB**
PICTURES **MAX 300 DPI**
FORMAT **A4 PDF**

PROJECTS' SELECTION

- 1.** THE PORTFOLIO MUST BE SHORT, COMPLETE AND **POWERFUL**. IT MUST SHOW YOUR **SKILLS** AND **EXPERTISE**.

IT IS RECOMMENDED TO INSERT BOTH **ACADEMIC AND NON ACADEMIC PROJECTS**, IF YOU HAD THEM. THIS WILL HELP THE COMMISSION DURING THE SELECTION.

IF YOU ARE STARTING YOUR CAREER ALSO ADD **PARTIAL PROJECTS** - SKETCHES, DRAWINGS, MODELS, ETC - PROVIDED THEY ARE WELL PRESENTED.

IF YOU ARE NO LONGER IN YOUR FIRST YEARS, INSTEAD MAKE A **SELECTION** OF THE PROJECTS THAT YOU CONSIDER THE BEST.

THERE IS NO MINIMUM OR MAXIMUM NUMBER OF PROJECTS REQUIRED.

FOCUS ON QUALITY AND NOT QUANTITY.

ACADEMIC PROJECTS

2. QUALITY NOT QUANTITY

FOR STUDENTS IN THE **FIRST OR SECOND YEAR OF A THREE-YEAR DEGREE** WHO DO NOT HAVE MANY PROJECTS:

THE EVALUATION OF THE PORTFOLIO WILL TAKE ACCOUNT OF THE QUALITY OF THE PROJECTS AND THE PROCESS TAKEN. THE NUMBER OF PROJECTS IS THEREFORE PROPORTIONATE TO THE YEARS OF STUDIES DONE.

FOR STUDENTS WITH **AN ACADEMIC PROGRAM PRIOR TO THE CURRENT COURSE OF STUDY**:

IT IS ALSO RECOMMENDED TO INCLUDE DIVERSIFIED PROJECTS IF THEY ARE CONSIDERED USEFUL AND COMPLETE ENOUGH TO DESCRIBE YOUR ACADEMIC PATH.

PROJECTS' PRESENTATION

3. FOR EACH PROJECT, PLEASE SPECIFY

TITLE

INDICATE THE TITLE CHOSEN FOR THE PROJECT

SUBTITLE

ADD A SHORT EXPLANATORY SUBTITLE OF THE PROJECT

SCOPE

SPECIFY THE SCOPE OF THE DESIGN TO WHICH THE PROJECT REFERS

TEACHING

INDICATE NAME OF THE COURSE IN WHICH THE PROJECT WAS DEVELOPED AND THE YEAR OF CREATION.

CO-WORKERS

SPECIFY IF IT IS A GROUP PROJECT AND/OR IF THE PROJECT HAS BEEN DEVELOPED IN COLLABORATION WITH AN INSTITUTION OR COMPANY.

ABSTRACT

WRITE A SHORT ABSTRACT INTRODUCING THE PROJECT WHICH DESCRIBES THE BRIEF, OBJECTIVES AND ANY OTHER USEFUL INFORMATION.

PROJECTS' PRESENTATION

4. PICTURES

FOR EACH PROJECT IT IS RECOMMENDED TO CHOOSE IMAGES THAT ARE AS COMPLETE AS POSSIBLE.

IF THE STUDENT OWNS THEM, THEY CAN PROVIDE:

STUDIO PHOTOGRAPHS OF THE PROJECT

PHOTOGRAPHS IN CONTEXT

ANY TECHNICAL DETAILS,

3D MODELS, MAQUETTES, PROTOTYPES

VIDEO FRAMES (it is not possible to attach videos so it is recommended to select frames and insert a possible link to a YouTube, Vimeo, etc. channel)

IT IS REQUIRED THAT IMAGES DO NOT EXCEED 300 DPI

PORTFOLIO'S ORGANIZATION

- 5.** AS REGARDS THE ORDER OF THE PROJECTS, THE ORGANIZATION IS FREE, EG:
- CHRONOLOGICAL ORDER
 - ORDER BY PROJECT TYPE
 - DIVISION BETWEEN ACADEMIC AND NON-ACADEMIC PROJECTS

IT IS RECOMMENDED TO PREPARE THE PORTFOLIO IN ENGLISH IN ORDER TO ACCELERATE THE PREPARATION TIME OF A FURTHER SECOND PORTFOLIO IN CASE THE HOST VENUE REQUESTS IT.

PORTFOLIO'S SELECTION

- 6. DURING THE SELECTION, EACH STUDENT'S PORTFOLIO WILL BE EVALUATED IN RELATION TO THE INDIVIDUAL ACADEMIC PATH.**

BEWARE! SOME VERY SELECTIVE FOREIGN UNIVERSITIES PROVIDE A SECOND SELECTION ON THE BASIS OF THE PORTFOLIO. FOR THESE PLACES THE TEACHERS OF POLITECNICO WILL TEND TO SELECT THE MOST COMPLETE PORTFOLIOS IN ORDER TO THEN GUARANTEE THE STUDENT A GOOD CHANCE OF BEING ADMITTED.

SELECTION OF THE VENUE

6. FOR THE PARTNERS THAT ASK A FURTHER SELECTION, **AFTER THE CLOSE OF THE NOTICE IT MAY BE NECESSARY TO MODIFY THE PORTFOLIO**

IT IS THEREFORE ADVISED TO CONTACT YOUR PROMOTING TEACHER TO REFINE AND IMPROVE THE PORTFOLIO WITH THEIR SUGGESTIONS AND MAKE SURE THAT IT IS CONSISTENT WITH THE REQUIREMENTS OF THE FOREIGN CENTER AND WITH THE COURSE OF STUDY FOR WHICH YOU INTEND TO APPLY.

IT IS RECOMMENDED TO CHECK THE SELECTION REQUIREMENTS ON THE PARTNER UNIVERSITY WEBSITE AND TO SELECT PROJECTS IN LINE WITH THE CHOSEN COURSE AND THE SETTING OF THE SCHOOL

(Some schools prefer a more technical focus, others are academies, etc.)

PORTFOLIO'S COMPOSITION

BESIDES THE CONTENT, THE PORTFOLIO MUST HAVE AN APPEALING FORM

THIS PRESENTATION IS A DEMONSTRATION OF WHAT MUST BE GENERALLY AVOIDED, EG:

- INEXPLICABLE COLOR CHOICE
- ONE FONT FOR ALL THE CONTENTS
- EXTENSIVE USE OF CAPS-LOCK
- ABSENCE OF ANY LAYOUT STRUCTURE
- ABSENCE OF ANY VISUAL FOCUS
- ABSENCE OF HIERARCHY BETWEEN DIFFERENT CONTENTS (EXCEPT FROM COLORS)

PORTFOLIO'S COMPOSITION

- THE GRAPHIC COMPOSITION OF THE PORTFOLIO IS A DESIGN ITSELF
- IT IS ADVISABLE TO DEVISE A GRAPHIC SYSTEM THAT COULD BE COHERENT FROM THE BEGINNING TO THE END OF THE PORTFOLIO.
- THE BASIC RULES FOR COMPOSITION ARE INTERNAL COHERENCE, CORRESPONDENCE WITH THE CONTENT, AND READABILITY.

COMPOSITION TIPS

- **FIND A COMMON DENOMINATOR LINKING THE PROJECTS IN THE PORTFOLIO**
- **FIND RELEVANT REFERENCES FOR THE CONCEPT CHOSEN**
- **SET A GRID SYSTEM FOR RULING THE LAYOUT** (text columns must be designed according to the page size and font size to avoid the text-wall effect. It is advisable to have a service column on the exterior of the page for notes, captions, or short summaries)
- **SELECT TWO FONTS FOR WRITINGS** (one with serif for the text and one sans serif for titles, notes, and captions. Do not use artistic or monospace families)
- **DEFINE THE FONT SIZE ACCORDING TO THE HIERARCHY** (9-10 pts for discursive text, 8-10 for captions and notes, free for titles)
- **SELECT THE PICTURES FROM YOUR PROJECTS THAT ARE BEST SUITED TO EXEMPLIFY THE CONCEPT**
- **LIMIT THE USE OF COLORS** (especially for backgrounds)