

GUIDELINES ON HOW TO APPLY FOR PSNZ PHOTOGRAPHIC HONOURS

Contents

1. Introduction	Pg. 2
2. What is a Portfolio?	Pg. 2
3. Categories and Genre	Pg. 2
4. Licentiate Application (LPSNZ)	Pg. 3
5. Associate Application (APSNZ)	Pg. 3
6. Fellowship Application (FPSNZ)	Pg. 4
7. Portfolio Arrangement	Pg. 5
8. Print Submissions	Pg. 5
9. Digital Submissions	Pg. 6
10. Completing and Honours Application	Pg. 7
11. Submission Dates	Pg. 8
12. Payment Information	Pg. 8
13. Submit your Application	Pg. 8
14. Notification of Results	Pg. 9
15. Feedback for Unsuccessful Applicants	Pg. 9
16. Information Notes	Pg. 9

1. Introduction

- 1.1** Consistent with the PSNZ mission "To help photographers grow", the Honours system encourages members to develop photographic skills as they progress through their own personal photographic journey, using the honours system.
- 1.2** PSNZ Honours recognise different levels of photographic achievement and provides members with worthwhile goals. The Honours Awards are considered to be one of the main benefits the Society offers. Honours are awarded in recognition of a member's demonstrable skills in photographic craft and art via three levels of distinction:
- Licentiate - See clause 4
 - Associate - See clause 5
 - Fellow - See clause 6
- 1.3** All pictorial elements in each image shall be captured photographically and must be produced by the entrant (including all materials for composite images).
- 1.4** No image created solely by or containing elements created, substituted or removed, using Generative Artificial Intelligence are permitted in any image exhibited within a portfolio.
- 1.5** All post production must be executed by the photographer.
- 1.6** PSNZ Honours applicants are required to submit a portfolio containing a specified number of images. A portfolio is described in detail at clause 3 below.

2. What is a Portfolio?

A photographic portfolio is a curated collection of an individual's work, showcasing their skill, experience and style as a photographer. It serves as a presentation tool to demonstrate a candidate's personal capabilities when applying for a PSNZ Honours award. A portfolio is more than just a random selection of images or a collection of a candidate's best images. A portfolio is a considered presentation which has the capability to collectively exhibit the specific requirements demanded by the various Honours Distinctions.

3. Categories and Genre

- 3.1** There are two categories in the Licentiate Honours Award, whilst there are three categories in each of the Associate and Fellowship Honours Awards.
- 3.2** The Categories are:
- Open or Nature - for Licentiate Honours
 - Open, Nature, or Scientific & Technical - for Associate and Fellowship Honours
- 3.3** In the Nature Category the specific requirements of the PSNZ Nature definition will apply. [Click Here](#)

- 3.4** In the Open Category, candidates may use images from any genre of photography. If a genre has a definition, the Honours Board will take account of that definition whilst adjudicating on a candidates' submission. All advice or conditions contained within PSNZ recognised definitions of genres, will apply.
- 3.5** A list of definitions and their respective conditions are published on the PSNZ Webpage. [Click Here](#)
- 3.6** The Scientific or Technical Category for Prints or digital refers to photography of a specialist type, not covered under Open or Nature. For example, Forensic photography might be one.
- 3.7** If making a Scientific or Technical submission, you must give written notice to the Honours Board secretary not later than 30 days prior to the closing date for submissions. This is required to ensure an appropriate expert is available to assist the Honours Board during their assessment of a specialise/technical portfolio.

4. Licentiate Application (LPSNZ)

- 4.1** You must be a financial member of PSNZ or a financial member of an affiliated club.
- 4.2** Your Portfolio may be in the form of prints or digital images. Two categories are available at this level: 'Open or Nature'.
- 4.3** The Licentiate Honour recognises a photographer's ability to demonstrate sound foundational skills in photography. Candidates must show a working knowledge of key technical and creative principles, for example, exposure and lighting, depth of field, lens selection, composition and the effective framing of subjects.
- 4.3** A themed portfolio is not required at licentiateship level.
- 4.4** The Licentiate portfolio may include a variety of photographic genres such as macro, landscape, portraiture, sport, etc. in order to illustrate competence across a variety of techniques and situations. Each image should reflect careful attention to basic photographic craft with consistent execution.
- 4.5** A key factor for success is the coherent and pleasing manner in which the portfolio is put together. That is to say, the images should 'harmoniously' work together (for prints) or 'flow' (for digital images) as described in the section on **Portfolio Arrangement** at clause [\[See page 4, clause 7. Also, clause 8 & 9 for Submissions\]](#)

5. Associate Application (APSNZ)

- 5.1** To apply for an Associateship you must be a financial member of PSNZ.
- 5.2** Your portfolio may be in the form of 12 prints or 12 digital images. There are three categories which can be considered for an Associateship: Open, Nature, and Scientific or Technical.
- 5.3** If making a Scientific or Technical submission, you must give 30 days prior notice of the specific subject of your submission to the Honours Board Secretary.

- 5.4** The Associateship Honour is awarded to photographers who have progressed well beyond foundational skills and can demonstrate a comprehensive understanding of photographic craft. The submitted portfolio must clearly reflect growth and maturity in both technical and creative aspects, representing a standard significantly above that of a Licentiate Honour.
- 5.5** Photographers should show they are capable of making appropriate technical decisions in response to varying conditions, using settings and techniques that enhance their subject matter. The portfolio should exhibit diversity in content and style, unless a themed body of work is chosen. However, a theme is not required and may limit opportunities to demonstrate a wide range of skills.
- 5.6** At this level, candidates must exhibit control over all elements within the frame, including composition, technique, storytelling, and visual harmony, resulting in a cohesive, high-quality portfolio.
- 5.7** A key factor in the success of a portfolio is the coherent and aesthetically pleasing way in which the images are arranged. The photographs must work together in a harmonious manner for print submissions or demonstrate a strong visual flow for digital image portfolios. This sense of unity and progression is further discussed in the section on Portfolio Arrangement. [\[See page 4, clause 7. Also, clause 8 & 9 for Submissions\]](#)

6. Fellowship Application (FPSNZ)

- 6.1** To apply for a Fellowship you must be a financial member of PSNZ and already hold a PSNZ Associate Distinction.
- 6.2** Your portfolio may be in the form of 18 prints or 18 digital images. There are three categories which can be considered for a Fellowship: Open, Nature, and Scientific or Technical.
- 6.3** If making a Scientific or Technical submission, you must give 30 days prior notice of the specific subject of your submission to the Honours Board Secretary.
- 6.4** The Fellowship Honour represents the highest level of recognition, awarded to photographers who have attained exceptional and consistent proficiency across an entire portfolio. Candidates must present a clearly identifiable personal style, evident in their image content, narrative strength, and post-processing skills.
- 6.5** This distinctive style is often expressed through a focused, thesis-like exploration of a single topic. The portfolio may document an event, a way of life, a concept, or an idea. Regardless of the subject matter, the work must exhibit refined mastery of photographic artistry and craftsmanship.
- 6.6** The photographer's application must include a written photographer's statement of intent. A Statement of Intent is a concise outline that accompanies the photographer's portfolio, with a maximum length of 200 words. This statement helps Honours Board members to understand the photographer's concept, intention, and creative direction.
It may include:
- The catalyst or inspiration behind the portfolio
 - Relevant thought processes or artistic motivations

- An explanation of the style, approach, or techniques used
- A description of any storytelling elements
- Any additional information that may support the Board's understanding of the work

NOTE: The Statement of Intent is not assessed as part of the portfolio, but it plays an important role in providing context and clarity for the Board when evaluating the submission.

6.7 A key factor in the success of a portfolio is the coherent and aesthetically pleasing way in which the images are arranged. The photographs must work together in a *harmonious* manner for print submissions or demonstrate a strong *visual flow* for digital image portfolios. This sense of unity and progression is further discussed in the section on *Portfolio Arrangement*. [\[See page 4, clause 7. Also, clause 8 & 9 for Submissions\]](#)

7. Portfolio Arrangement

- 7.1** Portfolios may be presented in two formats: Print or Digital images. Each portfolio should specify the order in which the images are to be viewed by the Honours Board.
- 7.2** If using titles (these are not compulsory) please number each print or digital file and add the title after i.e. 01 Red House.
- 7.3** For additional information on the detailed requirements of portfolios, refer to the specifications set out below in either PRINT or DIGITAL submissions, whichever is appropriate to your chosen method of display.

8. Print Submissions

- 8.1** When compiling your print set it is important to consider how individual images harmonise in such a way as to create balance to an entire portfolio.
- 8.2** A Print portfolio will be displayed in rows - to **a maximum depth of three rows**.
- 8.3** Print portfolios will be viewed as presented. Prints must be mounted and matted to a **maximum size** of 50 x 40 cm.
- 8.4** The mounting and matting need not be the applicant's own work. Images which are matted or framed must be securely positioned.
- 8.5** Images which become dislodged from their frames or mattes, may detrimentally affect the visual presentation of the portfolio. **NO** repairs will be undertaken by the Honours Board Secretary or any member of the board.
- 8.6** Each print must have the author's name on the reverse side, as well as sequential numbering (and title if used) to indicate the order in which they are to be placed for viewing. Do **NOT** place your name or title on the front of the matt.
- 8.7** An A4 sized '**Hanging**' plan is required to show which prints are to go on each row in no more than three rows. This image does not form a part of the assessment process and is used for reference purposes only. The hanging plan must include the print numbers, or titles, for example, Row 1 = prints #1-4; Row 2 = prints #5-6;

Row 3 = prints #7-10. This layout should be placed in your packaged print set and should also be supplied digitally at a maximum size of 3840 x 2160 pixels via the registration form.

- 8.8** If the images are mounted on non-traditional materials, for example solid wood, iron, or aluminum and hanging becomes difficult at the National Convention, the portfolio may not be exhibited.

9. Digital Submissions

- 9.1** A Digital Image portfolio must **flow from one image to the next as they are projected**. It is recommended avoiding sharp changes of colour or intensity that prevent one image leading naturally to the next. Also, take care with the placing of horizontal and vertical formats from the viewpoint of flow. Colour, shape or subject matter are examples of how to create continuity and link images through your portfolio.
- 9.2** Digital images will be judged on a display at a native resolution of at least 4K (3840 pixels horizontally and 2160 pixels vertically). The images will be viewed on a black background.
- 9.3** Digital images are uploaded to the form at the time of submission and should be formatted as follows:
- Saved as a JPEG file
 - Saved in the sRGB colour space
 - Image dimensions should be a maximum of **3840** pixels on the horizontal
 - side and **2160** pixels on the vertical side (**3840 x 2160**)
 - These measurements are **NOT** interchangeable.
 - Images can be cropped to any size within these measurements.
 - Digital files must be numbered or numbered and titled (where using titles).
 - For example, 03. Auckland Sky Tower. Numbering must be sequential from 01 to 10 (Licentiate), 01 to 12 (Associateship) or 01 to 18 (Fellowship).
- 9.4** One additional image **must** be included which shows the thumbnail images of the entire portfolio in a single image. It is recommended that your image should be presented in the landscape format with a maximum width of 3840 px. by 2160 px. in height. If possible, show all the images in a single row. However, you may also choose to spread the images over three rows similar to a print portfolio. This image does not form a part of the assessment process and is used for reference purposes only. The extra image file should be numbered as #11 (with an L set), #13 (with an A set) or #19 (with a F set), within a digital set. See the examples on PSNZ website.

10. Completing An Honours Application

- 10.1** An Honours application must be submitted via the online form on the PSNZ website.

- 10.2** Applicants may make only one submission a year and may not apply in a different category at a level which they already hold PSNZ Honours.
- 10.3** Portfolio images and a thumbnail copy of the portfolio layout will be kept for publicity and Honours educational purposes.
- 10.4** If you **DO NOT** want your submission to be displayed on the PSNZ website and/or used for future publicity and education purposes, check the **OPT OUT** box on the application form. Note, this applies to both successful and unsuccessful applications.
- 10.5** One additional final image showing all the images included in a portfolio presented as a single print or digital image [as appropriate] must be included with the application images. It will comply with the size limitations described in the respective Print or Digital Submissions Sections above. You should set them out as they best fit within the frame and in the order, they are shown. This print or image file shall be numbered as #11 (with an L set), #13 (with an A set) or #19 (with a F set). This image file does not form a part of the assessment process and is used for reference purposes only. See the examples on PSNZ web site.
- 10.6** Prints must be sent to the Secretary of the Honours Board in a firm, protective container. It is recommended you use a print portfolio box with a layer of paper or tissue between each print. Insert some packing material, e.g. bubble wrap, along the edges so the corners of the mounts are not damaged.
- 10.7** While the external packaging needs to be non-destructive, it also needs to be easy to open. Sticky tape will be cut with a sharp knife. A note reading "Cut here" and an arrow to the best entry point, are helpful.
- 10.8** DO NOT USE SELLOTAPE, PACKAGE TAPE, VELCRO OR STAPLES ON ANY INTERNAL PACKAGING of your print submission. These items pose a risk to your prints and, very possibly, the prints of others. PSNZ reserves the right to decline to accept any submission which does not comply with these instructions.
- 10.9** Print submissions are unpacked a few days before the Honours Board meets. Your prints will be returned using the same packaging in which they were received. Ensure the outside of the submission package clearly shows your name and a residential address and the level at which you are applying. Please ensure you include your address and post code on a separate A4 size return label.
Note that if the set is successful, the packaging will be re-used twice: once to forward the prints to the National Exhibition and then to return them to you.

10.10 Send your print portfolio, and any correspondence to:

Honours Board Secretary,
Stephanie Forrester FPSNZ
43 Thurso Street
Invercargill 9810

Email address for Honours correspondence: psnzhonours@gmail.com

11. Submission Dates

11.1 The opening date for portfolios to be submitted to the Secretary of the Honours Board, on the appropriate application form is **January 16th each year**.

The closing date is **28th February each year**.

Any submissions received before or after these dates will be returned.

11.2 Late submissions will not be accepted. If you have made a print submission which has missed the deadline, a portion of your fee will be kept covering the return of your set.

11.3 A copy of the successful portfolios will be kept for showing at the National Convention. Successful applicants may uplift their portfolio at the end of the National Convention on the organiser's instructions or, may nominate a delegate to do so on their behalf. All uplifted portfolios must be signed for.

12. Payment Information

12.1 Application Fees:

Application fees are:

- Licentiate \$100.00
- Associate \$110.00
- Fellow \$120.00

12.2 Please pay your fee using Stripe or internet banking via the JotForm with details as below:

- Particulars = Honours
- Reference = Family name
- Code = First name

12.3 Please pay on the day the application form is submitted. Your application will be processed when payment has been received.

13. Submit Your Application Here:

[Link to application for PSNZ Honours](#)

14. Notification of Results

- 14.1** The Honours Board recommendations for granting successful awards are forwarded to Council for ratification following the final day of assessments.
- 14.2** All applicants will be notified of their result by email as soon as practicable following the completion of assessments.
- 14.3** Unsuccessful applicants will receive feedback as soon as practicable following the end of assessments. Because each letter is unique the process will be delayed until all feedback has been finalised. At that point all the letters will be dispatched simultaneously.
- 14.4** The Honours Awards are presented to the successful candidates at the Society's Honours Banquet at the annual PSNZ National Convention.

15. Feedback for Unsuccessful Applications

- 15.1** PSNZ Bylaw 10 The Honours Board, describes the obligations of candidates and the Honours Board in relation to Portfolios which were assessed as not meeting the required standard of the specific Honours Award to which an applicant made application. **Note: refer to PSNZ Bylaw 10, paragraphs 2.6 and 2.7 for details.**

16. Important Notes for Applicants

- 16.1** Before applicants close their submissions, it is vital to check compliance with the following list of required actions.

16. 2 For Prints:

- Provided a plan of how you wish your prints to be displayed (in no more than three rows).
- Numbered your prints on the BACK, horizontally from the top left as viewed.
- Put your name on the back of each print.
- Ensured your prints and matts are within the maximum size allowed.
- Ensured your packaging is sturdy and complies with the requirements.
- Ensured you have uploaded a thumbnail digital file (of your layout) on the JotForm along with all other required information.
- Provided your return residential address on the outside of your print package. Prints will not be returned to a PO Box number.
- Included a copy of your submission form in your print box to assist with identifying your prints. (Neither PSNZ nor the Honours Board Secretary accept responsibility for any loss or damage to your portfolio while in transit or at any other time).
- Please request a receipt of your portfolio when it is delivered by your carrier.
- Remember, safe conveyance is the sender's responsibility.
- Ensure you have left enough time for the portfolio to be delivered by post or courier before the close off deadline. Postal services are delivered only three days per week; however, courier services can usually be delivered daily.

16.3 For Digital Applications:

- Ensured you have completed the submission form correctly.
- Ensured that your uploaded files match the file name you have written on the jotform.
- Ensured your digital file format and file size are as required.
- Ensured your name is NOT included on the image file.
- Ensured the files are numbered in the sequence you wish them to be viewed.

16.4 For All Non-PSNZ Members applying for a Licentiate Honour.

- For a Licentiate, if you are **NOT** a member of PSNZ, please provide evidence of your Club's financial membership.

16.5 Acknowledgement of receipt of Portfolios:

- Digital applications will receive an email confirmation when those submissions have been received. This will be generated by the Jotform site.
- Print Applications will receive an email confirming the arrival of those submissions as soon as the packaged portfolio is delivered to the postal address shown at paragraph **10.10** above. Such notification will be via email to the recipient from the Secretary of the Honours Board.