



GUIDELINES ON HOW TO APPLY FOR PSNZ PHOTOGRAPHIC HONOURS

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1. Introduction

- 1.1** The PSNZ's Honours system encourages members to develop photographic skills during their individual photographic journeys. Each Honour reflects a milestone of personal growth and achievement.
- 1.2** PSNZ Honours recognise different levels of photographic achievement and provide members with worthwhile goals. They are considered to be one of the main benefits the Society offers, with Honours being awarded in recognition of a member's demonstrable skills in their photographic craft and art. There are three levels of distinction:
- Licentiate - See clause 4
 - Associate - See clause 5
 - Fellow - See clause 6
- 1.3** All pictorial elements in each image must be captured photographically and produced by the entrant. This includes all materials for composite images.
- 1.4** No image created solely by AI or containing elements created by, substituted by or removed using Generative Artificial Intelligence are permitted in any image exhibited within a portfolio.
- 1.5** All post production must be carried out by the photographer.
- 1.6** PSNZ Honours applicants are required to submit a portfolio containing a specified number of images, that number being dependent on the Honour which is being applied for. A portfolio is described in detail in clause 2 below.

2. What is a Portfolio?

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

3. Categories and Genres

- 3.1** There are two categories in the Licentiateship Honours Award, whilst there are three categories in each of the Associateship and Fellowship Honours Awards.
- 3.2** The Categories are:
- Licentiateship Honours - Open or Nature
 - Associateship and Fellowship Honours - Open, Nature or Scientific & Technical

- 3.3** For the Nature Category, the specific requirements as described in the PSNZ Nature photographic 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 that definition into account whilst they are adjudicating a candidate's submission. All advice or conditions contained within the PSNZ-recognised definitions of genres will apply.
- 3.5** A list of definitions and their respective conditions are published on the PSNZ web site ([click here](#))
- 3.6** The Scientific or Technical Category for prints or digital images refers to photography of a specialist type not covered under Open or Nature categories. An example of this could be forensic photography.
- 3.7** If making a Scientific or Technical Category submission, you must give written notice to the Secretary of the Honours Board not later than 30 days prior to the closing date for submissions. This is needed to ensure an appropriate expert is available to assist the Honours Board during their assessment of a specialised or technical portfolio.

4. Licentiate Application (LPSNZ)

- 4.1** To apply for a Licentiate, you must be either a financial member of PSNZ or a financial member of a PSNZ affiliated club.
- 4.2** Your Portfolio may be in the form of either 10 prints or 10 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, such as (but not limited to) exposure and lighting, depth of field, lens selection, composition and the effective framing of subjects.
- 4.4** A themed portfolio is not required at Licentiate level.
- 4.5** The Licentiate portfolio may include a variety of photographic genres such as macro, landscape, portraiture, sport or others, which serve to illustrate the photographer's competence across a variety of techniques and situations. Each image should show careful attention to the basic photographic craft, and consistent implementation.
- 4.6** A key factor for success is the coherent and pleasing manner with which the portfolio is put together. In other words, the images should work together 'harmoniously' in the case of prints or 'flow', for digital images. These principles are described more fully in the section on Portfolio Arrangement, Print Submissions and Digital 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 either 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, as mentioned in section 3.7, you must give 30 days prior notice of the specific subject of your submission to the Secretary of the Honours Board.
- 5.4** The Associateship Honour is awarded to photographers who have progressed well beyond foundational skills and can demonstrate a comprehensive understanding of their photographic craft. The submitted portfolio must clearly reflect growth and maturity in both the technical and the creative aspects of photography, representing a standard above that of a Licentiate Honour.
- 5.5** Applicants must show they are capable of making appropriate technical decisions in response to varying conditions and by using settings and techniques that enhance their subject matter. The portfolio should exhibit variety in content and style, as well as demonstrating a broad range of skills. Whilst a themed portfolio is allowed, candidates should be aware that themes can limit opportunities to demonstrate the range of skills that are required at this level of photography.
- 5.6** At Associateship level, candidates must be able to exhibit mastery of all elements within the frame, including composition, technique, storytelling and visual harmony, which together will result in a cohesive, high-quality portfolio.
- 5.7** A key factor in the success of an Associateship 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 sections on Portfolio Arrangement, [Print Submissions](#) and [Digital 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 Associateship Distinction.
- 6.2** Your portfolio may be in the form of either 18 prints or 18 digital images. There are three categories which can be considered for a Fellowship - Open, Nature or Scientific & Technical.
- 6.3** If making a Scientific or Technical submission, as mentioned in section 3.7, you must give 30 days prior notice of the specific subject of your submission to the Secretary of the Honours Board.
- 6.4** The Fellowship Honour represents the highest level of recognition within PSNZ, and is awarded to photographers who have attained exceptional and consistent proficiency across their entire portfolio. Candidates must present a clearly identifiable personal style, evident not only in their image content but also in their post-processing skills and narrative strength.

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 a refined mastery of photographic artistry and craftsmanship.

6.6 The photographer's application must include a written Statement of Intent. A Statement of Intent is a concise outline that accompanies the photographer's portfolio. The Statement will have a maximum length of 200 words, its purpose being to help the members of the Honours Board 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 story-telling 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 does play 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 Fellowship 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, Print Submissions and Digital Submissions.

7. Portfolio Arrangement

7.1 Portfolios may be presented in two formats - prints or digital images. Each portfolio should specify the order in which the images are to be viewed by the Honours Board.

7.2 Titles are not compulsory, but, if using titles, please number each print or digital file and then add the title after that, for example 01 Red House.

7.3 For more information on the full requirements for portfolios, please refer to the specifications set out below under 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 with each other in order to create a sense of balance across the entire portfolio.

8.2 Print portfolio will be displayed in rows, on specifically constructed display stands to a maximum depth of three rows.

8.3 Print portfolios will be viewed as presented. Prints must be individually mounted and/or matted. The maximum size of each image including the mount, shall be no greater than 50cm wide or 40cm high. Additionally, the depth of mount boards must not exceed 1.25cm

8.4 It is recommended that Images are mounted using traditional mount board material. However, non-traditional materials may be used provided the maximum size of individual mounts does not exceed the overall measurements detailed in paragraph 8.3 above.

8.5 Images and/or mounts which exceed the size limit detailed in para 8.3 and 8.4 will be excluded from consideration by the Honours Board.

8.6 The mounting and matting need not be the applicant's own work. However, images which are matted or framed must be securely fixed in place.

8.7 Please be advised that Images which become dislodged from their frames or mattes could detrimentally affect the visual presentation of your portfolio. No repairs can be undertaken by the Board's Secretary or any member of the Honours Board.

8.8 Each print must have the author's name on the reverse side, as well as sequential numbering together with a title (if used) to indicate the order in which they are to be placed for viewing. Do not place your name or a title on the front of the matte.

8.9 An A4-sized 'hanging' plan is required to show which prints are to go on each row, remembering this is limited to 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 3840 pixels or less wide and 2160 pixels or less high via the registration form.

8.10 A digital copy of each image within a print portfolio must be submitted via the JOT form application. The jpeg images required for PRINT applications are used for administrative purposes only. The digital file size requirement for these thumbnail images will be identical to the dimensions described in, para. 9.4 below.

9. Digital Submissions

9.1 Digital images will be viewed in an uninterrupted sequence, one after the other.

9.2 During viewing, the images that make up a digital image portfolio must flow smoothly from one image to the next. To achieve this, it is best to avoid abrupt changes in colour, tone, or intensity as they can disrupt the visual progression. Also, consider how horizontal and vertical format images are arranged, as sudden shifts in orientation can also interrupt the sense of continuity. Using elements such as colour palette, shape, composition or subject matter thoughtfully can create good visual links between images and really enhance the overall flow of the portfolio.

9.3 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.

9.4 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 must be no greater than 3840 pixels on the horizontal side
- Image dimensions must be no greater than 2160 pixels on the vertical side
- These measurements are not interchangeable, not even for portrait format images.
- Images can be cropped to any size within these measurements.
- Image file sizes must be less than 10MBs
- Digital files must be numbered or numbered and titled (where titles are used), for example
 - o 03. Auckland Sky Tower.
 - o Numbering must be sequential from 01 to 10 (Licentiate ship), 01 to 12 (Associate ship) or 01 to 18 (Fellowship).

9.5 One additional image must be included which shows thumbnail images of the entire portfolio in a single image. It is recommended that this image should be presented in landscape format with a width no greater than 3840 px and a height no greater than 2160 px. These images may be shown in a single row but you might also choose to spread the images over three rows in a similar manner to a print portfolio. This image does not form part of the assessment process and is used for reference purposes only. The extra image file should be numbered as #11 (for an L set), #13 (for an A set) or #19 (for an F set) within a digital set. Please see the examples on the PSNZ website.

10. Completing and Submitting Your 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 for which they already hold PSNZ Honours.

10.3 Portfolio images and a thumbnail copy of the portfolio layout will be kept for publicity and educational purposes for future Honours applicants.

10.4 If you do not wish to have your submission displayed on the PSNZ website and/or used for future publicity and education purposes, please be sure to check the 'Opt out' box on the application form. NOTE: this applies to both successful and unsuccessful applications.

10.5 Ensure you have included the one additional final image showing all the images included in a portfolio presented as a single print or digital image [as appropriate] with the application images. It must 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 to be viewed. 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 the PSNZ website).

- 10.6** Prints must be sent to the Secretary of the Honours Board in a robust, protective container. It is recommended that you use a print portfolio box with a layer of paper or tissue between each print and insert some packing material such as bubble wrap along the edges, so the corners of the mounts do not get damaged.
- 10.7** While the external packaging needs to be extremely robust, 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 would be really helpful.
- 10.8** Do not use sellotape, package tape, velcro or staples on any of the internal packaging of your print submission. These items pose a risk not only to your prints but potentially also to 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 as well as the Honours level for which you are applying. Please ensure you include your address and post code on a separate A4-sized return label.
NOTE: If the set is successful, the packaging will be re-used twice - once to forward the prints to the venue of the National Exhibition and then again to return them to the successful applicant.
- 10.10** Send your print portfolio, and any correspondence to:

Honours Board Secretary,
Sue Wagenaar APSNZ
52, Falcon Drive
Welcome Bay
Tauranga 3112

The email address for Honours correspondence is: psnzhonours@gmail.com

11. Submission Dates

- 11.1** The opening date for portfolios to be submitted to the Secretary of the Honours Board is **16 January** each year.
- The closing time and date is **5.00pm, 28 February** each year.
 - The appropriate form must be used for entries.
 - 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 entry fee will be used to cover the cost of returning your portfolio.

11.3 Successful print portfolios will be kept for showing at the National Convention. Successful applicants may collect their portfolio at the end of the National Convention in line with the Organiser's instructions. Alternatively, applicants may nominate a delegate to collect the portfolio on their behalf. All collected portfolios must be signed for.

12. Payment Information

1. Application Fees:

- Licentiate \$110.00
- Associate \$130.00
- Fellow \$150.00
- Please pay your fee using Stripe or internet banking via the Jot Form using the details below:
 - o Particulars = Honours
 - o Reference = Family name
 - o Code = First name

12.3 Please pay on the day the application form is submitted and be aware that your application will not be processed until your payment has been received.

13. Submit Your Application Here:

- <https://photography.org.nz/honours/guidelines-and-submission/>

14. Notification of Results

14.1 The Honours Board's recommendations for granting successful awards are forwarded to Council for ratification following the final day of the assessments.

14.2 All applicants will be notified of their results by email as soon as reasonably practicable after Council confirms ratification of the results.

14.3 At the conclusion of the process, unsuccessful applicants will receive personalised feedback as soon as reasonably practicable. However, because each letter is individualised, the despatch of these letters will be delayed until all feedback notices have been finalised. Those notifications will all be posted out on the same day.

14.4 The formal presentation of Honours Awards will be made to successful candidates at Society's annual Convention in May at the CR Kennedy Honours Banquet.

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 for which a candidate made an application. Please refer to PSNZ Bylaw 10, paragraphs 2.6 and 2.7 for full details.

16. Important Notes for Applicants

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

16.2 For Prints - Have you

- Provided a plan of how you wish your prints to be displayed (remembering the three row limit)?
- 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 mattes 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?
NOTE: 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? Please remember that neither PSNZ nor the Secretary of the Honours Board can accept responsibility for any loss or damage to your portfolio whilst in transit or at any other time.
- Please request a receipt from your carrier confirming delivery of your portfolio.
- 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 but courier services can usually be delivered daily.

16.3 For Digital Applications: Have you

- Ensured you have completed the submission form correctly?
- Ensured that your uploaded files match the file names you have written on the JotForm?
- Ensured your digital file format and file size fall within the parameters laid out in this document?
- Ensured your name is NOT included on the image file?
- Ensured the files are numbered in the sequence in which you wish them to be viewed?

16.4 For all non-PSNZ members applying for a Licentiate's Honour.

If you are not a member of the PSNZ, please make sure you provide evidence of your financial membership with your Club.

16.5 Acknowledgment of receipt of Portfolios:

- Applicants submitting digital portfolios will receive email confirmation when their submissions have been received. This email will be generated by the JotForm site.
- Applicants submitting print portfolios will receive an email confirming the arrival of their submissions as soon as the packaged portfolio is delivered to the postal address shown in paragraph **10.10** above. This notification will be sent via email by the Secretary of the Honours Board.