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Melbourne
School of Design
Faculty of Architecture,
Building and Planning

DESIGN PORTFOLIO GUIDE

This guide is for students submitting a design portfolio for one of the following programs at the Melbourne School of Design (MSD):

- Master of Architecture 2 Year (200 point stream) and 3 Year (300 point stream)
- Master of Architectural Engineering
- Master of Landscape Architecture 2 Year (200 point stream)
- Master of Urban Design
- Master of Architecture/Master of Construction Management
- Master of Architecture/Master of Landscape Architecture
- Master of Architecture/Master of Property
- Master of Architecture/Master of Urban and Cultural Heritage
- Master of Architecture/Master of Urban Design
- Master of Architecture/Master of Urban Planning

The below information outlines what should be included in the portfolio.

Please refer to the **Design Portfolio Assessment Matrix** to understand how design portfolios are assessed by the MSD Selection Committee.

PORTFOLIO SPECIFICATIONS

- The file size of your portfolio should not exceed **10 MB**
- Your portfolio should be saved as **one PDF file** – links to your portfolio will not be accepted
- Landscape format
- Imagery should be of high resolution
- Each image should be **clearly labelled**
- A maximum number of 20 single pages inclusive of cover page. The requirement for the Master of Architecture 300 point program is 10 single pages.

Note:

- Portfolios are evaluated digitally and should be coherent, and easily readable with limited zooming and scrolling
- The information and images of work in your portfolio can be depicted in any style or arrangement, we encourage strong creativity
- Showcase 3 - 4 projects, with preferably 4 pages or more per project
- Work undertaken in the context of employment should be kept to **a minimum** unless your tertiary study was completed more than 5 years ago. If a project from work experience is included you must clearly state; the name of the firm, your supervisor's name, the nature of your involvement in the project (drafting, design etc.), and your percentage of input

PORTFOLIO COVER PAGE

Please provide the following information:

1. Your name
2. Student ID number
3. Previous qualification/s
4. Previous institution/s
5. Year/s completed, or to be completed

PROJECT COVER PAGE

Please include the following for each project you showcase in your portfolio.

Project information

- Project title
- Subject (class/studio) name. If from professional work the name of the firm
- Year level completed
- Tutor's name and their professional contact details; email and phone number Indicate whether this is individual or group work. If group work, you must explain your involvement in the project and your percentage of input
- Very brief description of the project (up to 50 words)

Image labels

Provide a brief description of what the image represents and how it fits into the design development. For example:

- Preliminary sketches exploring concept ideas
- Final render from North West perspective
- East Elevation

Images of design work

The MSD Selection Committee like to see a broad spectrum of work, including:

- Selected concept and design development sketches
- Selected plans, sections and details
- Selected 3D views and renders
- Selected images of physical models
- Other renders, diagrams, sketches, contextual illustrations

NOTE:

Portfolios missing project information and labels will not be considered.

OTHER WORK COVER PAGE

- **Project information:** images of any other artistic or design work that you wish to include such as; paintings, drawings, photography, etc.
- **Image labels:** include a brief description of what the image represents and the context in which it was produced