TU 832 – Bachelor of Architecture

Remote Interview with Portfolio Rules & Instructions, May 2024

Rules & Instructions

All applicants who have completed the Remote Suitability Test are invited to attend **Remote Interview with Portfolio**. The Remote Interviews with Portfolio will be conducted in compliance with the following rules and instructions.

Before the Interview

1. Please see https://www.tudublin.ie/study/undergraduate/courses/architecture-tu832/ for suggested portfolio preparation support and information before your interview.
2. Prior to your scheduled interview, you will have received information from the School regarding your TU Dublin email identity and a Microsoft Teams (MS Teams) meeting invitation for your interview. Please have this information recorded and to hand before the time of your interview.
3. Using the free application options listed on page two of this document, please scan and/or photograph your 10-20 portfolio pieces. Ensure that you have saved these digital files on the computer or device you will use during your MS Teams meeting interview. You will be expected to access these files and share your portfolio materials during the MS Teams meeting interview by opening the files and sharing your screen.
4. Please take time to prepare portfolio materials. Think about how you will present each piece and in which order. Prepare any questions you may have for us to ask at the end of your interview.
5. Relax and do your best. This Interview is another opportunity for you to tell and show the School of Architecture, Building & Environment why you think you would be suited to attend the Bachelor of Architecture programme at TU Dublin.
6. If you have a question concerning the Interview with Portfolio, please email us at TU832.Admissions@tudublin.ie and we will revert as quickly as possible to your query.

During the Interview

1. Upon joining the MS Teams meeting interview using the link issued to you at your scheduled time, you will be held in a virtual waiting room until the interview panel invites you in. Please be patient, as other applicants may be completing their interviews before you.
2. Please introduce yourself by name and CAO number. Please confirm that the materials you are presenting as your portfolio are your own.
3. Please indicate whether the portfolio work was done as part of a school assessment, extracurricular activity, or on your own.
4. Please be aware of your time. Each applicant will receive no more than 20 mins per interview.

After the Interview

1. The School will email you your Interview with Portfolio result.

Free Digital Scanning Applications

There are numerous applications you can use to scan your portfolio pieces, be they 2-dimensional or 3-dimensional. Whichever application you choose, please practice scanning or digital photographing your portfolio materials and email the files to yourself. Check the quality of the files. If it is poor quality, practice this step again until you achieve a high quality image. You can perform this step by using a traditional desktop scanner and computer or by using smart phone applications that have access your phone's camera and email such as **Microsoft Lens**. Other free scanner application downloads may also be suitable provided the images of your test pages are of high quality picture and resolution. The options outlined below are suitable. In addition, you may also be familiar with other applications you wish to use. Whichever you choose, please ensure that your images are of high quality and can viewed and 'shared' within the Zoom application.

Option 1 - Microsoft Office Lens

1. The following YouTube video from TU Dublin staff member Alan McDonnell shows how to use OfficeLens. Here is the link: https://youtu.be/JaYMH2-3jE8

Option 2 - Adobe Scan

1. The app opens with the camera live. The app takes the photo automatically so keep your phone steady and directly above the page.
2. You can drag the blue outline to match the page exactly for the scan. When happy with the extent and view, press "Continue".
3. Place the second page under the camera where it will capture it automatic again.
4. As in step 2, adjust the blue outline and click continue. Continue with previous steps until you have scanned all pages in order.
5. Then click on your full document on the bottom right of the screen.
6. This displays your full scan. Here you can re-order pages, etc. Once happy with it, press "Save PDF" on the top right of the screen.
7. Before sharing the file, please rename it. Press "More" and choose "Rename".

Option 3 - Step-by-Step Guide to CamScanner

1. When you open the app, press the green camera button to take a photo scan of your first page of your exam solutions. Keep your phone steady and directly above the page.
2. You can drag the white outline to match the page exactly for the scan. When happy with the extent and view, press "Next" (bottom right of app).
3. Now choose "Original" style and press "Save" to save the page.
4. To continue adding pages to your scan, press the green camera button again.
5. Place your second page under the camera and complete steps 2 to 4 again until you have scanned all pages in order.
6. Next, press the three dots ⋮ on the top right of the screen and choose Rename. Then press "Ok".