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**Poštni naslov/Postal Adress**: Vipavska 13, SI-5000 Nova Gorica
**T**: +386 51 336 770 | **e-mail**: info.au@ung.si

**SESTAVNI DELI ZAKLJUČNE USTVARJALNE NALOGE
/ INTEGRAL PARTS OF A FINAL CREATIVE WORK**

Vse spodaj navedeno oddajte **v digitalni obliki** na elektronski naslov ursa.bonelli@ung.si in po dogovoru tudi mentorju/em. V primeru časovno omejenih nalaganj kot je Wetransfer shranite sporočilo, da je bil paket res sprejet in naložen.

1. **Digitalno izpolnjen spodnji OBRAZEC »Izjava avtorja in podatki o delu« (.doc ali .pdf)**
2. **DELO** (ki ga je/so potrdil/a mentor/ica/mentorji) **v navedenem formatu:**
	* **Fotografska dela v .jpg** (daljša stranica najmanj 30 cm, 300 dpi, RGB)
	* **Za spletna dela je obvezna objava na spletu,** oddate pa jih tudi v originalni datotečni obliki
	* **Prostorske postavitve in performanse** predstavite v obliki, da se bo jasno razumelo in videlo, kako stvar izgleda / je izgledala (foto/video dokumentacija, skice, opis, vabilo na dogodek ipd.)
	* **Zvočna dela** v najvišji izvozni kvaliteti .mp3 / .wav, 320kbps
	* **Video/animirana dela** v najvišji izvozni kvaliteti. Izbor vseh video in audio nastavitev finalnega izvoza je odvisen od zajema posnetega materiala. Smernice:
		+ format izvoza: .mp4 / .mov
		+ kodek izvoza: H.264 (HD 1080p/i 25) / Avid DNxHD (HD 1080p/i 25) / ProRes HQ
		+ resolucija slike: full HD - 1920 x 1080
		+ Frame rate izvoza: 25
		+ Video Bitrate: 10,000 – 20,000 kbps (HD 1080p/i)
		+ Audio Codec: AAC-LC (Advanced Audio Codec)
		+ Audio Bitrate: 320 kbps / stereo
		+ Sample Audio rate: 44100 kHz - 4800 kHz
		+ **Upoštevajte »**[**Navodilnik za špice**](https://moodle-vsu.ung.si/pluginfile.php/2723/mod_folder/content/0/Navodilnik-spice.pdf?forcedownload=1)**«** (navajanje sodelujočih, logotipov..), **logotipi** za uporabo v delih so dosegljivi na <https://goo.gl/3ggomS>
		+ Vsak diplomski izdelek mora imeti dodane -
			- v kolikor so tekst/dialogi v slovenščini: angleške podnapise
			- v kolikor so tekst/dialogi v angleščini: slovenske podnapise
			- v kolikor so tekst/dialogi v drugem tujem jeziku: slovenske in angleške podnapise

Tudi ostali izdelki (tj. ne diplomski) lahko konkurirajo za festivale samo v kolikor so (podnaslovljeni) v angleškem oz. slovenskem jeziku.

1. **SPREMLJEVALNA DOKUMENTACIJA**
	* **3-4 promocijske fotografije / sličice (iz) dela** v .jpg formatu (daljša stranica najmanj 20 cm, 300 dpi, RGB; oz. originalna resolucija v primeru video stilla)
	* **3-4 fotografije "behind the scenes"** v .jpg formatu(daljša stranica najmanj 20 cm, 300 dpi)
	* **kratek življenjepis avtorja v .txt ali .doc formatu** (opisno, v nekaj stavkih) **(slo in ang)**
	* **fotografija avtorja** v .jpg formatu (daljša stranica najmanj 10cm, 300 dpi, RGB; navedite avtorja fotografije)
	* (video/animacija) **seznam dialogov v .txt formatu** (če jih vsebuje) (slo in ang)
2. **V primeru koprodukcije, podpisana pogodba s producentom (Univerza v Novi Gorici Akademija umetnosti) in koproducentova pisna izjava, da ima urejene vse moralne in materialne pravice z vsemi sodelujočimi pri projektu.**

**------ ENGLISH ------**

Please submit all items listed below in digital form to e-mail ursa.bonelli@ung.si and if so agreed with mentor, also to him/her. In case of time limited uploads (f.e. Wetransfer) save the message of successful download of package.

1. **"Author Statement & Work Info" (FORM below) filled out in digital form**
2. **The WORK itself** (previously confirmed by mentor/s) in the following format**:**
	* **Photo works in.jpg** (longer side at least 30 cm, 300 dpi, RGB)
	* **For web based works internet presence is obligatory**, please submit also the original files
	* **Spatial installations and performances** need to be presented in a form to be clearly understood and visible what the project is / looked like (photo/video documentation, sketches, description, invitation etc.)
	* **Sound works** in best possible quality.mp3 / .wav, 320kbps
	* **Videofilm or animated** works should be submitted in best possible (reasonable) form. The specific selection of video and audio settings depends also on capture processes. Guidelines:

### Export format: .mp4 / .mov

### Export codec: H.264 (HD 1080p/i 25) / Avid DNxHD (HD 1080p/i 25) / ProRes HQ

* + - * **Picture resolution**: full HD - 1920 x 1080

### Export frame rate: 25

### Video bit rate: 10,000 – 20,000 kbps (HD 1080p/i)

### Audio Codec: AAC-LC (Advanced Audio Codec)

### Audio Bitrate: 320 kbps / stereo

### Sample rate: 44100 kHz - 4800 kHz

* + - **Follow the "Intro and Credits Guidelines"** (which logos have to be used, how to list collaborators, mentors etc.) guidelines + logos available here: <https://goo.gl/3ggomS>
		- Each diploma product should have -
			* if the dialogue/text is in Slovenian: English subtitles
			* if the dialogue/text is in English: Slovenian subtitles
			* if the dialogue/text is in any other language: Slovenian and English subtitles

			Also other (i.e. non diploma) products can be chosen for festival applications only if they follow the above rule.
1. **ACCOMPANYING DOCUMENTATION**
	* **3-4 promotional still photos from the work** in .jpg format(longer side at least 20 cm, 300 dpi, RGB; or original resolution in case of video still)
	* **3-4 promo "behind the scenes" photos** in .jpg format(longer side at least 20 cm, 300 dpi)
	* short biography in .txt or .doc format (descriptional, in a few senteces, in Slovenian and English)
	* **author photo** in **.jpg format** (longer side at least 10 cm, 300 dpi, RGB; with name of photo author if necessary)
	* (for film/anima**t**ion) **dialogue list in .txt format** (if the piece contains dialogue) (**in Slovenian and English**)

**In case of coproduction an agreement between the Producer (Univerza v Novi Gorici, Akademija umetnosti) and the Coproducer has to be signed as also a written statement by the Coproducer that all moral and material rights with collaborators have been cleared.**

**\*\*NAVODILA ZA IZPOLNJEVANJE OBRAZCA /**

**Vrsta naloge** je zaključna ustvarjalna naloga (ZUN) iz delavnice ali za nosilni modul, ali diploma. Izjemoma se obrazec uporabi tudi v primeru manjše naloge ali vaje, če bi zanjo potrebovali enake podatke. V takem primeru se napiše oznako te naloge.

**Oblika naloge** je ponavadi dana v navodilih za nalogo (npr.: animirani film, 500 sličic), lahko pa ima še svoje izbirne dejavnike (npr.: flipbook / cut-out / stop-motion).

**Vrsta dela (tehnika)** je označba vašega dela z eno od standardiziranih terminov - primeri:

* Animirani film (risba / cut-out / stop-motion lutke / 2D / 3D računalniška animacija)
* Dokumentarni film, Igrano-dokumentarni film, Kratki igrani film
* Fotografska serija (digitalni printi 70x100, 5 fotografij / povečava 21x30, 10 fotografij), Fotografska inštalacija (150 fotografij 10x15 na eni od sten)
* Statična / Interaktivna spletna stran (html / flash), Spletna igrica (html / flash / 3D animacija), AV processing, Interaktivna prostorska inštalacija
* Umetniški video (ponavljajoči enokanalni / večkanalni) / Video / Zvočna inštalacija / Prostorska inštalacija (mešani mediji) / Performans (intervencija v javni prostor / galerijski prostor)
* Drugo (npr. flipbook)

Pri sodelujočih osebah **v oklepaju navedite, če oseba NI študent naše šole.**

**Priloge naj bodo popolne,** saj je kasneje veliko manj dela z izpolnjevanjem prijav ipd.

**Pišite jasno ter s polnimi imeni in oznakami!**

**\*\*INSTRUCTIONS FOR FILLING OUT THIS FORM**

**------ ENGLISH ------**

**Type of assignment** can be: Final Creative Work from a workshop or Carrier Module, or Diploma. Exceptionally this form can be used also for smaller assignments if similar data would be needed. In such case a description of assignment is written.
A more specific description(as given in assignment) is also advised (f.e. animated film, 500 frames; or flipbook etc.)

**Type of work** (technique)is a indicating your work with one of the standardized terms:

* Animated film (drawing / cut-out / stop-motion / puppet / 2D / 3D computer animation)
* Documentary, Docufiction or fiction short film
* Photo series (digital prints 70x100, 5 photographs / 21x30 photographs, 10 photographs); Photo installation (150 10x15 photographs on one wall)
* Static/interactive website (html / flash ..), web based game (html / flash / 3D animation), AV processing, Interactive spatial installation
* Art video (one channel loop; multiple channel loop) / Video / Audio installation / Spatial installation (mixed media / Performance (public space intervention / gallery intervention)
* Other (f.e. flipbook)

**In listing collaborators please state if a person is NOT from our school.**

Please **submit all accompanying materials**, as applying for festivals or exhibitions is much easier in that case

**Please write clearly, with full names and indications!**

![Macintosh HD:Users:metodb:Desktop:] M E T O D [:Metod:Work:VSU UNG:VSU Stationery:VSU_LH_A4_ForWord_Head.jpg]()

**Poštni naslov/Postal Adress**: Vipavska 13, SI-5000 Nova Gorica
**T**: +386 51 336 770 | **e-mail**: info.au@ung.si

**PODATKI O DELU IN IZJAVA AVTORJA / AUTHOR STATEMENT & WORK INFO**

**Obrazec kot priloga k zaključni ustvarjalni nalogi (ZUN) \* / Attachment to Final Creative Work\***

|  |  |
| --- | --- |
| **Ime in priimek študenta(ov):****Name and Surname of Student(s):** |  |
| **Letnica rojstva:****Year of Birth:** |  |
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| --- | --- |
| **Modul / Predmet / Sklop:Modul / Subject / Courselet:** |  |
| **Glavni mentor:Main Mentor:** |  |
| **Vrsta in oblika naloge\*\*:Type of assignment (for year)\*\*:** |  |

 |  |
| **PODATKI O DELU / GENERAL INFORMATION ABOUT THE WORK** |
| **Naslov v originalu:****Original Title:** |  |
| **Angleški naslov** (ali slovenski, če je original angleški)**:****English/Slovenian Title:** |  |
| **Vrsta dela** (tehnika)**:****Type of work** (technique)**:** |  |
| **Kategorija** (za film npr. - igrani, dokumentarni, animirani, eksperimentalni)**Category** (for film - fiction, documentary, animated, experimental) |  |
| **Žanr:****Genre:** |  |
| **Leto produkcije:Production Year:** |  |
| **PRODUKCIJA in KOPRODUKCIJA / PRODUCTION and COPRODUCTION** |
| **Producent:****Producer:** | Univerza v Novi Gorici Akademija umetnosti  |
| **Koproducent:Coproducer:** | Famul Video Lab |
| **Naslov:Adress:** | Vipavska 13, SI-5000 Nova Gorica, Slovenija |
| **Kontaktna oseba:****Contact Person:** | Boštjan Potokar +386 41 24 00 88 |
| **Telefon:****Phone number:** | +386 51 336 770 |
| **E-mail:** | info.au@ung.si, bostjan.potokar@ung.si  |
| **Zunanja KOPRODUKCIJA / OUTSIDE COPRODUCTIONV primeru koprodukcije izven šole, je obvezna predhodna sklenitev pisne pogodbe, ki ureja vse medsebojne pravice, med koproducentom in producentom (Univerza v Novi Gorici Akademija umetnosti).  In case of Coproduction outside of UNG AU a prior written agreement regulating the rights between Producer and Coproducer is obligatory!)** |
| **Koproducent:****Coproducer:** |  |
| **Naslov:****Adress:** |  |
| **Kontaktna oseba:****Contact Person:** |  |
| **Telefon:****Phone number:** |  |
| **E-mail:** |  |
| **S podpisom potrjujem, da imam urejene vse moralne in materialne pravice z vsemi fizičnimi in pravnimi osebami sodelujočimi pri projektu ter jamčim za resničnost vseh navedenih podatkov.****With my signature I confirm to have cleared all moral and material rights with any/all natural persons or legal entities taking part in this project. I also vouch for the correctnes of delivered data.** **Kraj in datum:**  Digitalni p**odpis avtorja (sken ipd.):****Place, Date: Author Signature:****\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**\*Ta obrazec je sestavni del vsake zaključne ustvarjalne naloge (iz delavnice, semestrske, letne, diplome). Vprašanja, ki za vaš medij niso relevantna, izpustite. Prijavni obrazec skupaj s prilogami oddajte v digitalni obliki (glej navodila za izpolnjevanje!). \*This form and all the listed attachments are an integral part of your final assignment submission (from a workshop, semester, year, diploma). Leave out questions not relevant for your media. Deliver the form together with attachments in digital form (c.f. instructions on last two pages!).\*\*Na prvih dveh straneh najdete seznam vseh nujnih prilog k temu obrazcu in navodila za izpolnjevanje.\*\*On the first two pages you find instructions for filling out this form and on obligatory attachments to be submitted. |  |
| **KRATEK OPIS DELA - SLOVENSKO IN ANGLEŠKO** **/ SHORT WORK DESCRIPTION - in ENGLISH and SLOVENIAN** **( LOGLINE + SYNOPSIS )** |  |
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| **Logline (v slovenščini in angleščini) / Logline (in English and Slovenian)** |

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| **Sinopsis (v slovenščini in angleščini).** V primeru del v fotografiji, novih medijih ipd., napišite kratek opis dela. **Synopsis (in English and Slovenian). F**or works in media other than film write a short description. |

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| **TEHNIČNI PODATKI O DELU (video/film/animacija/fotografija)\*\*****/ TECHNICAL DATA ABOUT THE WORK (video/film/animation/photography)\*\*** |
| **FILM / ANIMACIJA / FILM / ANIMATION** |
| **Master format / Master format**  **SD HD****\_\_\_\_\_\_\_\_\_\_\_\_\_***Kodek / codec***jpeg html**  **\_\_\_\_\_\_\_\_\_\_\_\_\_***Drugo (opisno) / other (describe)* | **Barvna tehnika / Colour**ČB /BW barvna /colour**Zvok / Sound**stereo 5.1 \_\_\_\_\_\_\_**Razmerje slike / Aspect Ratio**4:3 (1.33:1) 16:9 (1.77:1) \_\_\_\_\_\_\_ | **Hitrost predvajanja** (slik/sek) **/ Speed** (fps)25 \_\_\_\_\_\_\_ |
| **Trajanje** ur (min'sek'') **/ Duration** (min'sec'')**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **FOTOGRAFIJA / PHOTOGRAPHY** |
| **jpeg html**   | **Velikost / Size** (px/cm)**:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | *Drugo (opisno) / other (describe)* |
| **NOVI MEDIJI / NEW MEDIA** |
| **Tehnika / Techniques** programska, strojna in druga oprema / software, hardware and other equipment | *Drugo (opisno) / other (describe)* |
| **USTVARJALCI (pri skupinskih projektih)** **/ CREATIVE COLLABORATORS (in projects involving more people)** |
| **Scenarij** (avtorji predloge):/ Script (adaptation authors) |  |
| **Režija:**Director(s): |  |
| **Fotografija/kamera:**DOP: |  |
| **Montaža:**Editing: |  |
| **Animacija:**Animation: |  |
| **Scenografija:**Set design: |  |
| **Kostumografija:**Costume design: |  |
| **Snemanje zvoka:**Sound recording: |  |
| **Oblikovanje zvoka:**Sound design: |  |
| **Avtorstvo glasbe:**Music: |  |
| **Drugo (kdo, kaj):**Other (who/what): |  |
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|  | Po potrebi dodajte nove vrstice / add new lines if necessary |
| **IGRALSKA ZASEDBA / ACTORS** |
| **Vloga** / Role | **Ime in priimek** / Name and Surname |
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