

COMMON ROOM GALLERY PROJECT HANDBOOK

Guidelines and Requirements

This document is available on request in different formats including Braille, audio, larger font and any colour.

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Project Purpose

The purpose of this project is to liven up the Common Room space (by the Community Kitchen), boost its student presence and make it a recognisable and inviting space to sit, study and snack in!

Many students walk through the Common Room but do not reside in it or even recognise it by name, this mini refurb aims to improve the relevance of this space on campus and the student-centred nature of it.

In keeping with this student focus, the artworks selected for display will be voted on and chosen by students via the union website.

Theme: My Uni Life

In the interests of making the Common Room a timeless environment we have chosen the theme 'My Uni Life' to reflect students' time at university, this, we hope, will make the Common Room a relatable space for all students during their time at Leicester. Student artworks should explore the academic, social, personal and/or professional aspects of university life.

Submissions can range from day-to-day to abstract interpretations of the student experience encouraging conversations around belonging, community and self-development. The theme sub-categories are described below for your reference.

Academic – academic work is one of the key things in your Uni Life, from attending lectures to spending hours in library for exams, the bitter-sweet taste in learning could be no doubt the most highlighted theme for your Uni Life – how would you capture that in a picture?

Social – besides studying the social aspect of university is arguably the focal point of being a student, from making friends from all walks of life and trying new things to going out and exploring your university city and trying out new hobbies via societies and clubs. If you could freeze-frame your favourite social scene at Uni – what would it look like?

Personal – a massive element of university life is growing up and developing as a person and young adult, from moving away from home (for some) and becoming more independent to learning how to better manage your time, cultivating community and a matured sense of self. How has being in Leicester, home to culture and diversity, shaped you? In what ways have you grown throughout your Uni Life?

Professional – Apart from books and socials, being a student in Uni can also be a time for you to start your career path, including having your first job or developing your CV through different opportunities like going on a placement year, career planning with the Careers Service, being a student ambassador, or Students' Union officer or representative. What is your biggest highlight with your professional growth during Uni time?

Deliverables

Two artworks will be on display in the Common Room with each created by one of the two student categories.

- The first category is general admission, open to all students.
- The second category is student group submission, for societies and clubs. These artworks should reflect their student group's impact on the student experience as well as the student experience of being on a committee.

Eligibility

This project is open to all University of Leicester students in almost all mediums including digital art (no AI), painting, drawing and more.

Since artwork will be printed to scale, we encourage students to submit digital art because of the high resolution. Artworks created offline should have a smooth finish and be non-textured e.g. no paper/fabric collage, this is due to textured artworks being incompatible with our scanning facilities which are required to digitise your artwork.

Students are welcome to collaborate and form groups for art submission but these must not exceed 10 people.

Prizes and Opportunities

- Art Submission Giveaway: to show our appreciation for all of your effort & submissions we will be holding a small mystery giveaway for 1-2 student submitters - the results of which will be announced once the submission period has closed!
- For general admission: [One4all](#) gift card worth £100
- For societies/clubs: [One4all](#) gift card worth £100 plus £100 for society/club account

Please note: if you are submitting artwork as a group, prizes will be split equally between you, so if you are in a group of 5 each student will receive a £20 gift card.

Societies and clubs can collaborate but this is limited to a partnership between 2 student groups **only** and both student groups must be in the same category e.g., faith, performance, sport or have core similarities. The total number of students must not exceed 10 people.

Artwork Submission Requirements

- Digital art (preferred) and digitised artwork only
- A3 size minimum (*please note if your artwork is selected for display, we may ask you to re-create it in A1, so it is high quality when printing to scale*)
- PDF format only
- Smooth non-textured finish (*e.g. no collages, fabric/textiles etc. – this is because they will jam our scanner, only paper and card can be scanned and digitised for the final display*)
- Minimum of 300dpi resolution
- No violent, graphic and inappropriate content nor copyrighted material (*The Students’ Union reserves the right to disqualify and refuse acceptance of such submissions - by submitting a piece of artwork, you are permitting the Students’ Union to print and display it for public consumption and use it for future student marketing and campaigns. All rights to the artwork used belong to their respective owners. The Students’ Union do not claim ownership over any third-party content used*)
- No content that goes against LSU values (inclusivity, respect, and empowerment)

Submission Form Guidelines

Artwork will be submitted via our submission form [here](#). Within the submission form you will be asked to give a max. 300-word statement that explains the story/meaning behind your artwork – please note that this statement will be printed and displayed as a label next to your artwork if your submission is selected.

If you are submitting artwork as a group the form must be completed by **one** group member and we ask that when completing the personal information section of this form that you differentiate team members by providing initials in brackets e.g. jd343@leicester.ac.uk (JD)/ Psychology (MS). If team members have the same initials, please write surnames in brackets instead or forenames if team members have the initials and same surname.

Key Dates

Artwork Submission Deadline	Friday 16 th May 2025, midnight
Artwork Submission Period	Tues 25 th March 2025 – Fri 16 th May 2025, midnight
Voting Period	Mon 19 th May 2025 – Fri 30 th May 2025, midnight
Voting Closes	Friday 30 th May 2025, midnight
Notifying Successful Candidates	Friday 6 th June 2025
Gallery Installation	August 2025
Gallery Launch	Freshers Week 2025/26

Voting Guidelines

Voting will **open from 9am on Monday 19th May 2025 and close on Friday 30th May 2025 at 23:59.**

Voting will be available to all students, including those that submitted artwork, via the voting system on the union page [here](#), once voting opens. Much like the voting system for [Submit Your Ideas](#), students will be able to thumbs up or thumbs down artworks depending on their personal preference. Details will be made public after the submission deadline!

The 2 artworks with the highest score will be selected and put on display in the Common Room in time for Freshers 2025/26!

For any queries, please visit the Students' Union Office (1.03) to speak with the project coordinator Milan or email her at mw585@le.ac.uk.