

# Postgraduate ePortfolio

*University of Newcastle*

## Overview

ePortfolio is an electronic version of the University Research Training portfolio (RTP). It is a University requirement that postgraduate research students complete their RTP.

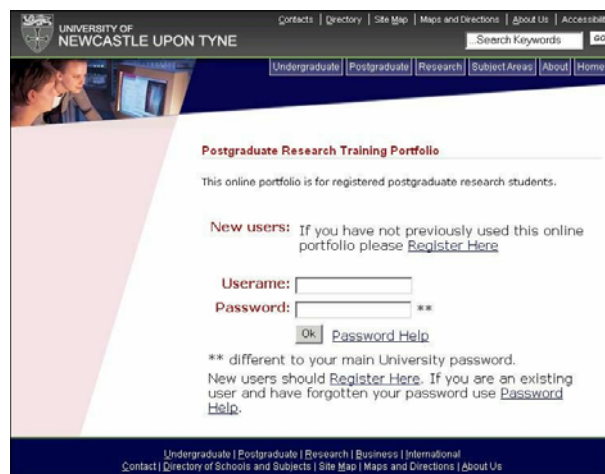
All new students have been given the option of completing the paper copy or the new online version. However, we strongly encourage you to opt for the online version, which has a number of benefits described below. In addition the paper version is being phased out and we will expect all new students to use the online version starting next academic year (2006/2007).

## What are the benefits?

ePortfolio provides you with a convenient way of keeping records of your personal and professional development and to build up a 'portfolio' of evidence of your skills development. Keeping these types of records is becoming increasingly important in most professions, which are facing growing demands for assessment, appraisal and continuing development. The ePortfolio also aims to help you develop the skills and approaches necessary for independent life-long learning.

Some of the additional benefits of ePortfolio include:

- secure access from a range of locations
- easy to manage and update using familiar Web browsers
- students can share records if desired
- supervisors and other viewers can add formative comments to shared records
- Upload documents and other files
- transferable / downloadable records
- searchable
- dynamic cross-referencing of portfolio contents
- organise contents in multiple ways



## How do I access the site?

Access to your ePortfolio is straightforward and is via the following website:

<http://pf-postgrad.ncl.ac.uk>

- New users are required to register for the system. Follow the link for [Register Here](#). You will need your university student number/ login id. A username and password will be sent by e-mail following registration for the system. This will be different from your normal University password.
- If after registering you do not receive an 'ePortfolio registration' e-mail within 24 hrs, please contact Mr Simon Cotterill for assistance ([s.j.cotterill@ncl.ac.uk](mailto:s.j.cotterill@ncl.ac.uk)).

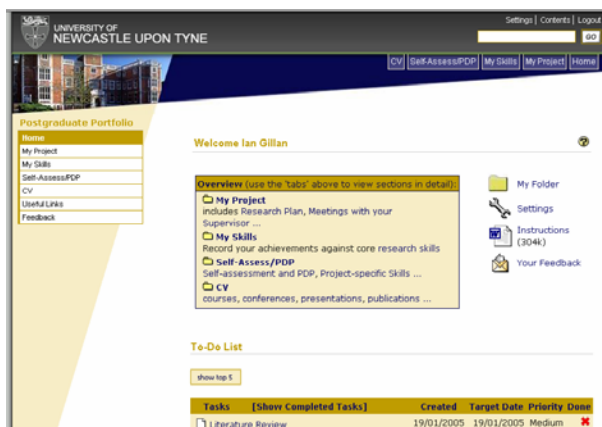
**N.B. an e-mail will be sent to your University account**

## Features of ePortfolio

The electronic format is based on the paper version, with the following features:

- **My project;** Induction Checklist, Research Plan and Meetings with Supervisor
- **My skills;** For recording and reflecting on skills developed
- **Self-assessment/ PDP;** this section is where students assess their skills and produce a plan for skills development and project specific skills
- **CV;** this includes records of your workshops/conferences, presentations and publications.

The features are simple to navigate using the side menu bar.



## Permissions and Access

You are the owner of your Portfolio and you have the permission to grant and refuse access to all areas of your ePortfolio with the exception of the 'Meetings with supervisor' under the 'My Project' section. This document is shared between you and your supervisory team. Access permissions can be altered by clicking on the padlock icon in each section.



## How do I complete my ePortfolio?

You are expected to complete all sections within your ePortfolio, with the exception of your 'CV', which is nonetheless recommended. However, please remember this is **'your'** portfolio, which is personal to you. There is no right or wrong way to complete it. However, we do expect you to;

- Identify your skill needs/ gaps
- Plan your training
- Record your training
- Evaluate and Review your progress

It is important to remember that training can be informal or formal. Time spent learning skills from research colleagues can be of equal value to attending a workshop. You are encouraged to discuss with your supervisor(s) the most appropriate ways of meeting your skill needs.

You are required to complete a self-assessment/ PDP within 3 months of starting your research. As a minimum requirement you must repeat the self-assessment annually, coinciding with your annual review of progression/ assessment.



**Hint:** do a little, but often !  
Get into the habit of regularly recording your achievements.

**Hint:** keep your entries concise!

## What do I need for progression?

You will be assessed on your portfolio at annual progression and you must demonstrate that you have satisfactorily completed it. Assessors will ask to see your skills assessment/ PDP and a list of training that has been undertaken. Students are also encouraged to provide evidence of achievement. The necessary forms (self-assessment/ PDP and my skills) can be conveniently viewed in PDF and printed off for your assessors to view.

**N.B. Completion of your ePortfolio/ RTP is a University requirement as stated in the Code of Practice and Learning Agreement.**

## Have your say

Your comments and suggestions for the ePortfolio would be warmly welcomed. Please complete the online feedback form within your ePortfolio or contact Mr Simon Cotterill (e-mail: [s.j.cotterill@ncl.ac.uk](mailto:s.j.cotterill@ncl.ac.uk)).

## Further information:

Further information and guidelines about annual progression, RTP, code of practice and the learning agreement can be found on the Student Progress website:

<http://www.ncl.ac.uk/spo/pgadmin/>

Alternatively, contact your Faculty Graduate School Office:

HASS - [hss.gradschool@ncl.ac.uk](mailto:hss.gradschool@ncl.ac.uk)  
SAGE - [sage.gradschool@ncl.ac.uk](mailto:sage.gradschool@ncl.ac.uk)  
MS - [medpg-enquiries@ncl.ac.uk](mailto:medpg-enquiries@ncl.ac.uk)