What is my ePortfolio?

- Provides a record of your personal development at Newcastle University.
- Helps you plan and reflect upon your research.
- Identifies areas of strength and where you need more support or training.
- Full documentary record for the approval process of your research project.
- Full documentary record for the annual progression process each academic year.
- Enablement and recording of the formal student/supervisor monthly engagements.

Your ePortfolio is a means of planning, developing and recording both generic and research skills.

Code of practice for Research Degree Programmes

Approval of Progress

Each student has a formal project approval and annual assessment by an independent panel. All documentary evidence is submitted electronically via the ePortfolio. You can keep a record of all your research presentations, assessment reports and feedback in your portfolio.

It's brilliantly practical because it allows you to keep a record of your research progress and skills acquired right from the start; it's your personal research e-diary accessible anywhere anytime!

FMS PGR Student

Using ePortfolio to record meetings with your Supervisor(s)

The University requires that all research students record and confirm the outcomes of supervisory meetings via their ePortfolio. You are responsible for initiating each meeting record which should include notes of the meeting outcomes and action points. Your supervisor(s) will confirm that the meeting took place and can add to the notes of the meeting to clarify any misunderstandings or omissions and confirm the meeting record. Your meeting notes and any documents uploaded to the meeting records will remain confidential to you and your supervisory team. The ePortfolio also offers the flexibility for supervisors to initiate the recording of meetings, if that is their preferred practice.

What are the benefits of recording meetings with your Supervisor(s)?

The process of recording meetings in ePortfolio helps foster good professional practice for early career researchers since the minuting of meetings, and reviewing written reports are normal practice in most professional organisations. Meeting records in ePortfolio, and any associated notes and documents, are shared and easily accessible to you and your supervisory team. Adding notes and/or uploading minutes provides the team with a useful record of progress, a record of agreed actions for both you and your supervisors and an aide-memoire to guide future action. For international students it can also provide proof of engagement in your studies required for visa purposes.
The ePortfolio as a Personal Development Plan (PDP)

The PDP will help to highlight areas of strengths and areas for improvement by mapping your current skills against the Researcher Development Framework developed by Vitae. This can be achieved by completing the self-assessment audit in the ePortfolio and agreeing your development needs with your supervisory team. The Annual Progress Review Assessors will want to see evidence that this has been done. Each individual is responsible for their own Research Training ePortfolio and you should ensure it is up-to-date. The portfolio should include a description of the skills developed and the corresponding skill/technique within the Researcher Development Framework. Records can be kept in the form of a diary, learning log, journal or whichever means is most convenient. The professional standard for recording your skills development are set out in the ePortfolio.

There has been a growing recognition that the outcome of a research degree is as much about the researcher as it is about the research. The ePortfolio provides an ideal mechanism for researchers to define their own professional development against a recognised national framework. This intuitive electronic tool enables the self-reflective learning that allows researchers to reach and increase their maximum potential.

Research Development Trainer
How to access your ePortfolio

All Research degree students at Newcastle University are provided with access to their own PGR ePortfolio account via the University’s online ePortfolio portal. https://portfolio.ncl.ac.uk/

How do I log in?

• Visit https://portfolio.ncl.ac.uk/ and click on “Login to your ePortfolio.”
• To login, use your Newcastle University username and password; the same as those you use to login to a cluster PC, or to your University email account.

Where can I find further information/guidance on using ePortfolio?

• The ‘ePortfolio/Research Training ePortfolio’ section in Part 4 of the Handbook for Research Students and Research Supervisors. You should have been provided with a hardcopy at a Faculty PGR induction event but you can also access it at www.ncl.ac.uk/students/progress/student-resources/PGR/handbook
• Frequently Asked Questions at https://portfolio.ncl.ac.uk/help/faq/

Contact
eportfolio@ncl.ac.uk