

# Instructions on Portfolio Submission for **Mainland NUEE Applicants of 2020**

Entry (Last updated: 18 September 2019)

1. ***What is a Portfolio?*** A portfolio (作品集) is a collection of works for demonstrating an applicant's creativity potential, areas of interest and strength, and suitability for admission to School of Creative Media (SCM).

Portfolio materials may include still photography, paintings/drawings, sculpture, musical composition/performance, films/videos, software, multi-media productions, academic or creative writing, science project or other formats of imaginative activity.

It is very important that the submitted portfolio should be the original work created by the applicant. Plagiarized portfolios will not be reviewed.

- II. ***How Should I Submit my Portfolio?*** Applicants should submit their portfolios via the Online Portfolio Submission System for Mainland NUEE applicants at the link below:

<http://admission.scm.cityu.edu.hk/nuee/>

- III. ***When will the On-line System be Available for Portfolio Submission?*** The On-line Portfolio Submission System for Mainland NUEE applicants will be available on the following dates for portfolio uploading:  
**20 April – 26 June 2020** (close at 11:59pm, Hong Kong Time)

Applicants are highly recommended to submit portfolios as early as possible in order to avoid the peak period near the deadline.

- IV. ***What are the Specifications for the Portfolio to be Uploaded to the System?***

**The specifications of the file for uploading to the System are:**

1. The portfolio must be submitted in a single PDF file.
2. On the **first page** of the PDF, you should put down your full Name (考生姓名).
3. Maximum file size allowed for the PDF file is **8 MB**. File size exceeding this limitation WILL NOT be reviewed by the SCM. **The file name should be in English.**
4. The PDF file should contain at most **10 number of A4 size pages**, with texts given at **font size of 11 point or above**.
5. A **maximum of 5 hyperlinks pointing to different contents** are permitted in the PDF file.
6. The given **hyperlinks are confined to audio/video files or web design files** only. **Audio/video contents must be uploaded to online video sharing web sites such as YouTube, Vimeo, 百度 and 土豆網**. Maximum length of the audio/video file **should not exceed 5 minutes**.
7. To ensure the uploaded audio/video contents are fail-proof for on-line perusal and review, applicants are required to upload identical audio/video contents to at least 2 video sharing web sites. The hyperlinks pointing to the same contents will be counted as a single hyperlink.

8. Image and textual contents should be included in the PDF file. **Image size should be adjusted and compressed suitably** so that the PDF file will not exceed the allowed maximum file size and page limit.
9. If the submitted portfolio is a **group project**, you should indicate the number of members involved in the project, your position/role and the percentage of your workload for the project.
10. If the submitted portfolio is your **homework**, classwork or course assignment, please declare the source by making a remark in your portfolio.
11. If it is applicable to an applicant, he/she may include **a brief CV** (e.g. interests, hobbies, a maximum of 3 awards obtained, etc) and submit it together with the portfolio. The copy of the award certificates should be included as part of the portfolio file. However, applicants should note that the specifications stated above should be complied even if a CV is included with the portfolio.

V. ***How to Use the On-line Portfolio System?***

Please see Dump-Screen User Manual on p.4-9.

VI. ***What are SCM's Policies on Reviewing Portfolios?***

SCM will review portfolios submitted by applicants after the closing date of the portfolio submission period. **Portfolios submitted after the deadline or not submitted through the Online Portfolio System will NOT be reviewed.**

Also, SCM also reserves the right of NOT to review the followings:

1. Portfolios that are not complied with the specifications set by SCM, regarding the way of submission, file format, etc. as mentioned above.
2. Portfolios that cannot be opened due to inherited problems of the uploaded files.
3. Contents beyond the first 5 minutes of the hyperlinked audio/video files.
4. Portfolios that have committed plagiarism.

VII. ***If I am Not Satisfied with my Submitted Portfolio, can I Re-submit Another One through the System?***

Yes, you can. But you should do it before the specified portfolio submission deadline.

The System will, at any time, retain the latest uploaded portfolio only. The obsolete ones are instantly removed from the System.

Please ensure that you have uploaded the correct file by re-entering the System after the uploading. It is a good practice to back up all versions of your uploaded portfolio.

VIII. ***Can I send my Portfolio to SCM by Post/Email instead?***

NO, all applicants MUST submit their portfolios through the System.

IX. ***How Long will SCM keep my Submitted Portfolio in the On-line System?***

The portfolios collected from applicants will be kept confidential by SCM and strictly used for the purposes in relation to the 2020 Admissions. All uploaded portfolios will be purged after the completion of the Exercise.

X. ***What Else should I Need to Know about Portfolio Submission?***

1. To know more about SCM, applicants are advised to visit the School's home page at <http://www.cityu.edu.hk/scm>. The unique experience shared by some of SCM students or alumni through the SCM Top Story Series at <http://www.scm.cityu.edu.hk/news-events/news/> may inspire applicants on preparing their portfolios.
2. Try using the System and get familiar with the portfolio uploading function as soon as it is open. Make sure you have sufficient time to clear any queries with SCM regarding portfolio submission before the System closes.
3. Your portfolio should be ready for upload before you log in the System to avoid time-out due to prolonged usage. For security, log out the System immediately after the upload and checking that the uploaded file is correct.
4. In case of extremely heavy usage, particularly before the submission deadline, the System may close temporarily to enable the server to process the portfolios in the queue. The following notice will be posted at the Log-in page. Applicants would be able to log-in again after the System resumes service. Nevertheless, the closing time for online portfolio submission will remain the same under such circumstances.



**Hence, you are strongly encouraged to submit your portfolio in a timely fashion. Be smart to avoid the last minute rush!**

5. Acknowledgement of the uploaded portfolio will be sent to the email address you provided at the Online Portfolio Submission System. Upon receiving the acknowledgement, you should log-in the System again to check if the file kept in the System is correct.

XI. ***Who Should I Contact if I Have Further Enquiries?***

Please send your enquiry to [nuce.portfo@cityu.edu.hk](mailto:nuce.portfo@cityu.edu.hk).

## Dump-screen User Manual for Mainland NUEE Applicants - Portfolio Upload through SCM's On-line Portfolio Submission System

1. Go to <http://admission.scm.cityu.edu.hk/nuee/>. Click and read the Instructions before you start. When you are ready, please enter the information required at the Login Panel.

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Welcome to On-Line Portfolio Submission System

**Notices to Applicants**

Welcome to the School of Creative Media's On-line Portfolio Submission System for Mainland NUFF Applicants. You are advised to read the **Instructions** carefully before you start using this System.

Please make sure the email address you provide for registering in this System is valid and accessible in your location.

After receiving your registration request to use this System, a login link will be sent to your given email address. **THE LOGIN LINK IS VALID FOR 30 MINUTES ONLY**. Please log in through the link for uploading your portfolio.

For further enquiries, please send email to [nuee.portfo@cityu.edu.hk](mailto:nuee.portfo@cityu.edu.hk) and quote your name and application number.

**Upload available until : 2020-06-26 23:59:59 HKT**

**Login**

Email Address:

Verify Email Address:

Security Code:

Thank you for your registration, a login email has been sent to [redacted]@gmail.com

Please follow the link provided in the email to login

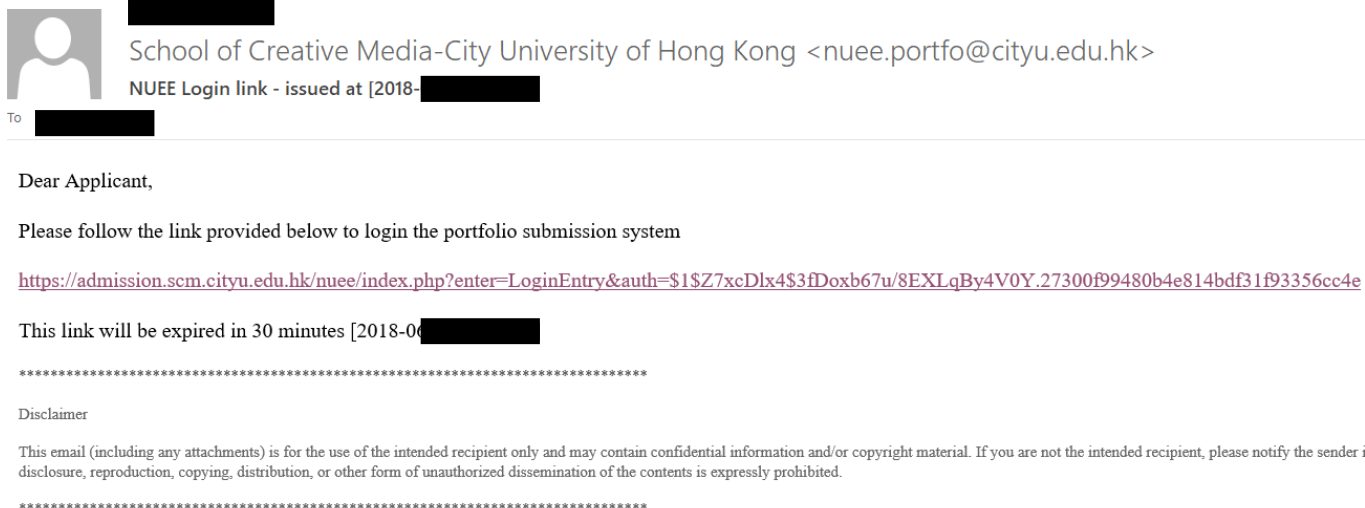
**The login link will be expired in 30 minutes.**

2. You will receive a login link from a message sent by the System to your given email account.

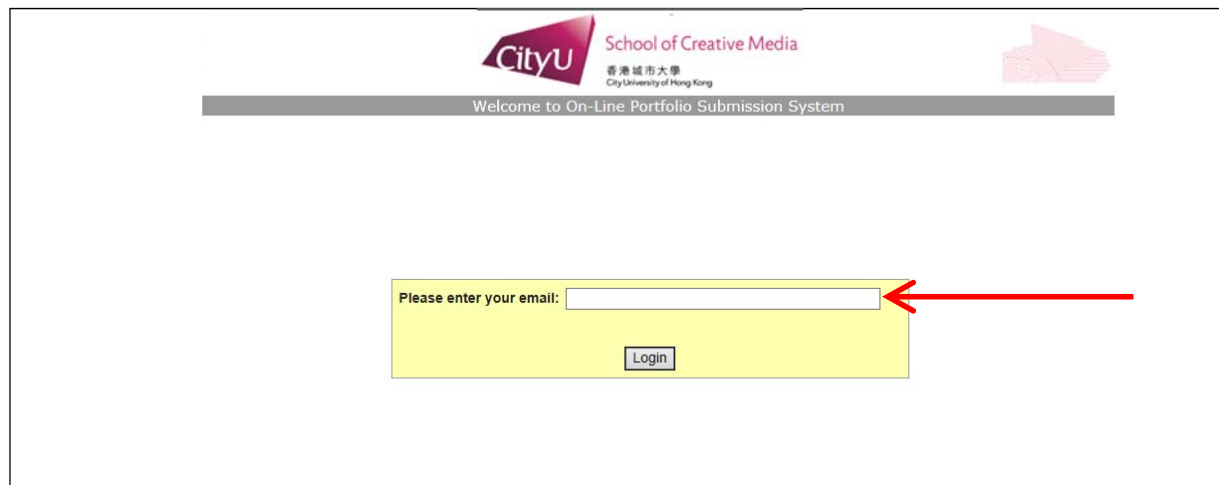
3. **Important Notes:**

If you cannot find the message that contains the login link in your email Inbox, check if the message is automatically sorted and placed in your other folders, e.g. spam mail folder, social folder or promotion folder, by the mail server.

4. The sample email looks like this:



5. You are asked to give the email address for login the given link. **Make sure you enter the same email address you provided to the System before.**



6. The Instruction for uploading the portfolio will be displayed again.

The screenshot shows the 'On-Line Portfolio Submission System' interface. At the top left is the CityU School of Creative Media logo. A grey banner reads 'Welcome to On-Line Portfolio Submission System'. Below this is a 'Back to Instruction' button. The main content area is titled 'NUEE Applicants Applying for Admission to SCM's Undergraduate Majors/ Degree for 2018 Entry (Last updated: 1 November 2017)'. It contains a list item: '1. What is a Portfolio?'. The text explains that a portfolio is a collection of works demonstrating creativity and suitability for admission to SCM. It lists various types of portfolio materials like photography, paintings, sculpture, music, film, software, and writing. It also states that submitted portfolios must be original and not plagiarized. Applicants are advised to watch short videos from teaching staff, students, and alumni, with a link to <http://www.scm.cityu.edu.hk/portfolio/>. At the bottom of the content area is a green button that says 'I have read the Instructions on Portfolio Submission and would like to proceed.' To the left of this button is a 'Log Out' button. To the right is a printer icon. Three red callout boxes with arrows point to these elements: 'Log Out the System if you are not ready to use it right away' (pointing to 'Log Out'), 'Click this button if you are ready to proceed' (pointing to the green button), and 'Press the printer icon for printing out the Instructions' (pointing to the printer icon). A fourth red callout box on the right side of the page says 'Scroll to read through the Instructions if you have not read them beforehand', with an arrow pointing to the vertical scrollbar of the main content area.

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Welcome to On-Line Portfolio Submission System

Back to Instruction

### NUEE Applicants Applying for Admission to SCM's Undergraduate Majors/ Degree for 2018 Entry (Last updated: 1 November 2017)

1. *What is a Portfolio?*

A portfolio (作品集) is a collection of works for demonstrating an applicant's creativity potential, areas of interest and strength, and suitability for admission to School of Creative Media (SCM).

Portfolio materials may include still photography, paintings/drawings, sculpture, musical composition/performance, films/videos, software, multi-media productions, academic or creative writing, science project or other formats of imaginative activity.

It is very important that the submitted portfolio should be the original work created by the applicant. Plagiarized portfolios will not be reviewed.

Applicants are strongly advised to view the short videos at which teaching staff, students and alumni of SCM as well as local artist shared their experience on preparing creative portfolios (please visit <http://www.scm.cityu.edu.hk/portfolio/>). One of the videos is particularly for science students who are interested in doing

Log Out

I have read the Instructions on Portfolio Submission and would like to proceed.

Printer icon

Scroll to read through the Instructions if you have not read them beforehand

Log out the System if you are not ready to use it right away

Click this button if you are ready to proceed

Press the printer icon for printing out the Instructions

7. Fill in your personal information and press the “Save & Continue to Upload Portfolio” button to proceed further. The fields that are indicated with \* are compulsory fields that you must fill in.



Welcome to On-Line Portfolio Submission System

Please enter your personal information

Name of Applicant (考生姓名)	中文姓名*	<input type="text"/>	
	English Name	<input type="text"/>	
Gender (性別)*	-性別-	<input type="text"/>	
Date of Birth (出生日期)*	- Year -	- Month -	- Day -
Province/City(所属省市区)*	- 省市区 -	<input type="text"/>	
Discipline (科类)*	- 科类 -	<input type="text"/>	
NUEE Application Number (高考考生编号)*	<input type="text"/>		
Contact Information (联络方法)* <i>Please provide at least 1 contact phone number</i>	Email 电邮地址	<input type="text"/>	
	Mobile 移动电话	+86 <input type="text"/>	
	Home Tel. 住宅电话号	+86 <input type="text"/>	<input type="text"/>
	Area Code	Telephone Number	

**Mandatory fields are marked with an asterisk "\*\*"**

Save & Continue to Upload Portfolio



8. The following screen will then be displayed.

Your personal information provided displays at the left hand panel.

Except your given email address, you may change the information given if it is not correct by pressing the "Change" button

Welcome to On-Line Portfolio Submission System

Welcome [redacted] Your last login time is 2018-11-26 11:49:26

**Personal Information**

Name of Applicant: [redacted]  
(考生姓名)

NUEE Application No.: [redacted]  
(高考考生编号)

Gender: [redacted]  
(性别)

Date of Birth: [redacted]  
(出生日期)

Email Address: [redacted]  
(电邮地址)

Mobile: [redacted]  
(手提电话)

Home Tel: [redacted]  
(住宅电话)

Province/City: [redacted]  
(所属省市区)

Discipline: [redacted]  
(科类)

**Change**

**Upload File**

Reminder:

(a) Upload of file will be rejected if it is larger than **8MB** or not in **pdf** format.

(b) Portfolio should be prepared in **English**

(c) Read **Instructions** again if required

**Select Portfolio File to Upload**

Choose File No file chosen

Click to start upload

**Logoff**

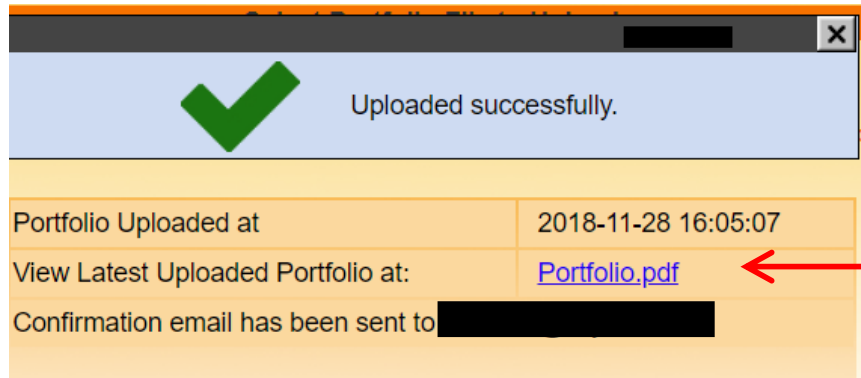
(c) If you are sure you selected the correct file, press the upload icon for submission.

(a) Click the "Choose File" button to select the file to be uploaded from your local computer device

(b) The name of the file and its location will then be displayed at the box.



**9. Information about your portfolio submission will be shown if you have successfully uploaded your portfolio.**



You can click the link to view the portfolio you uploaded to ensure it is the correct one you want to submit

**10. Check the portfolio acknowledgement message from the email account you provided for login of the On-line Portfolio Submission System.**

**From:** School of Creative Media - City University of Hong Kong <nuee.portfo@cityu.edu.hk>  
**Sent:** [REDACTED], 2019 5:46 PM  
**To:** [REDACTED]  
**Subject:** Portfolio Received at [2019-[REDACTED]]

Dear [REDACTED]

Thank you for using the On-line Portfolio Submission System. Your portfolio was received by the School.

You may login again at <http://admission.scm.cityu.edu.hk/nuee/> for viewing your uploaded portfolio before the System closes.

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City University of Hong Kong

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**11. If you want to replace the uploaded portfolio by another one, start from Point 1 again. Do the same for viewing your uploaded portfolio.**