

Instructions on Portfolio Submission for **International and Mainland Non-NUEE Applicants** Applying for Admission to SCM's Undergraduate Majors/ Degree for 2024 Entry (Last updated: 10 July 2023)

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. One of the videos is particularly for science students who are interested in doing arts, but do not have any ideas on how to prepare portfolio for their admission application.
- II. ***Who Should Follow the Instructions given Here?***

(i) **International applicants** and (ii) **Mainland Non-NUEE applicants** (who apply directly to CityU **NOT** through 全国普通高等学校统一招生计划/*National University Entrance Examination*) applying for admission to first-year studies of a degree programme (1041/1042/1043/1044) or admission to a major with Advanced Standing (1456A/1468A/1471A) should submit their portfolios via the Online Portfolio Submission System for non-local/ Mainland non-NUEE applicants at the link below:

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

(Note: For Mainland NUEE applicants, please follow the [Portfolio Submission Instructions for NUEE Applicants](#))
- III. ***How Should I Submit my Portfolio?***

International Applicants and Mainland Non-NUEE Applicants are required to submit a portfolio to the School via the School's On-line Portfolio Submission System **within 10 calendar days after submission of their on-line admission applications to CityU.**

To log in the System through <http://admission.scm.cityu.edu.hk/ugnonlocal/>

Applicants should provide their surname, email address and CityU application number for logging in the System. The information given for log-in should be identical to the data provided in the CityU On-line Admission Application System.

If an applicant applied for more than one SCM majors/degree, he or she is required to submit one portfolio only. The portfolio submitted will be assessed for all the majors/degree the applicant applied for.

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


Specifications of portfolio for uploading to the System are:

1. The portfolio must be uploaded in PDF format.
2. Maximum file size allowed for upload is 8 MB. File size exceeding this limitation will be rejected by the System.
3. The PDF file should contain at most 10 number of A4 size pages, with texts given at font size of 11 point or above. A maximum of 5 hyperlinks are permitted in the PDF file.
4. The given hyperlinks are confined to audio/video files or web design files only. Audio/video contents must be uploaded to on-line video sharing web sites such as YouTube, Vimeo. Image and textual contents should be included in the PDF file. Image size should be adjusted and compressed suitably so that the PDF file for upload will not exceed the allowed maximum file size and page limit.
5. All images pasted in the PDF file should be limited to RGB mode, 72 dpi and in well-compressed jpeg format.
6. Applicants should put their full name, CityU application number and major(s)/degree apply for at the PDF file of their portfolios.
7. Portfolio should be prepared in English. In case the works, e.g. screen play/scripts, story board, video, science project, etc. are produced in Chinese (or use Cantonese for the narration) or any other non-English languages, the applicant should supplement his/her portfolio with, whichever appropriate, the English sub-title, caption, abstract, etc. to facilitate the review by SCM.
8. If the submitted portfolio is a group project, the applicant should indicate the number of members involved in the project, the position and percentage of the applicant's workload for the project.
9. If the submitted portfolio is the applicant's homework, classwork or course assignment, please declare the source by making a remark in your portfolio.



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

The following quick steps and screen-shots can help you:

1. Go to the login page of the Portfolio Submission System at <http://admission.scm.cityu.edu.hk/ugnonlocal/>. Read the "Notices to Applicants" shown on the left hand side of the login page for more details.



School of Creative Media
香港城市大學
City University of Hong Kong

Welcome to On-Line Portfolio Submission System

Notices to Applicants

Welcome to On-line Portfolio Submission System for Direct Non-local Applicants** who are applying for admission to first-year studies (1041/1042/1043/1044) or admission with Advanced Standing (1456A/1468A/1471A).

Make sure the surname, email address and CityU application number you provide for login in this Portfolio Submission System are the same as that given at the CityU on-line Admission Application System.

After login, read carefully the [Instructions](#) on portfolio submission before you start submitting your portfolio.

For further enquiries, please send email to portfo@cityu.edu.hk

(** For portfolio submission by Mainland NUEE applicants, please click [here](#))


Upload available until : 2020-04-30 23:59:00 HKT

Login


Surname: (e.g. Chan)

Email Address: (e.g. john_chan@adbd.com)



Applicant No.:

Security Code: 

- After logging in, read instructions on portfolio submission. Check the button “I have read the Instruction on Portfolio Submission and would like to proceed” for moving on.



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Welcome to On-Line Portfolio Submission System

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Instructions on Portfolio Submission for International and Mainland Non-NUEE Applicants Applying for Admission to SCM's Undergraduate Majors/ Degree for 2018 Entry (Last updated: 1 November 2017)

- 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

Click this button if you are ready to proceed

3. Browse and select the file from your local device and upload.

The screenshot shows the 'On-Line Portfolio Submission System' interface. On the left, under 'Personal Information', there are fields for Name, Applicant No., and Email Address, all of which are redacted with black boxes. On the right, the 'Upload File' section is active. It contains a 'Reminder' box with three points: (a) file size must be under 8MB and in .pdf format, (b) portfolio must be in English, and (c) to read instructions. Below this is a 'Select Portfolio File to Upload' section with a 'Choose File' button circled in red. To the right of the button, it says 'No file chosen'. Further right is an upload icon (a yellow square with a black arrow) also circled in red, with the text 'Click to start upload' below it. The top of the page features the CityU School of Creative Media logo and a 'Logoff' button.

4. If the portfolio is uploaded successfully, the following screen will appear. Click the link of the “Portfolio.pdf” for viewing and ensuring that the uploaded portfolio is the right one.

This screenshot shows the confirmation screen after a successful upload. A blue message box with a green checkmark icon displays the text 'Uploaded successfully.'. Below this, a table provides upload details: 'Portfolio Uploaded at' is '2018-11-28 14:25:58', and 'View Latest Uploaded Portfolio at:' is a link to 'Portfolio.pdf', which is circled in red. The 'Confirmation email has been sent to' field is redacted. The interface layout is consistent with the previous screenshot, showing the 'Personal Information' section on the left and the 'Upload File' section on the right, with the 'Logoff' button at the top right.

5. Check the portfolio acknowledgement message from the email account you provided for login the on-line portfolio submission system.

Dear [REDACTED]

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

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

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City University of Hong Kong

- VI. ***What are SCM's Policies on Reviewing Portfolios?***
- SCM will start to review the portfolios received from International and Mainland Non-NUEE Applicants through the On-line Portfolio Submission System from the 11th calendar day of the submission of their admission applications. Late submission of portfolios will not be reviewed.
- SCM also reserves the right of NOT to review the followings:
1. Portfolios that do not comply with the specifications set by SCM regarding the way of submission, file format, etc. as mentioned above.
 2. Portfolios that cannot be open 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.
- The portfolios collected from applicants will be kept confidential by SCM and strictly used for the purposes in relation to the 2024 Admissions. All uploaded portfolios will be purged after the completion of the Admissions Exercise.
- 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 within 10 calendar days after submission of your admission applications to CityU.
- The System will, at any time, retain the latest uploaded portfolio only. The obsolete ones are instantly removed from the System.
- Please ensure you have uploaded the correct file by checking the link given in the System after the uploading. It is a good practice to back up all versions of your uploaded portfolio.
- VIII. ***I have Applied SCM Degrees/Majors, but I Can't Log in the System. What Can I Do?***
- Check again to make sure the information you provide in the log-in page is correct. You may contact SCM for help, if required, by email to portfo@cityu.edu.hk.
- IX. ***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 following videos may provide more information to you about the School:
 - SCM Overview
<https://www.scm.cityu.edu.hk/about-scm/school-overview>
 - Success Stories of SCM Alumni <https://www.scm.cityu.edu.hk/alumni-stories>
 2. Try using the System and get familiar with the portfolio uploading function as soon as you have submitted your admission application to CityU. Make sure you have sufficient time to clear any queries with SCM regarding portfolio submission before the deadline.

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 right away after successful upload of the portfolio.
4. Acknowledgement of the uploaded portfolio will be sent to the email address you provided to CityU in relation to your admission application. Upon receiving the acknowledgement, you should log-in the System again to check if the file kept in the System is correct.

X. ***Whom Should I
Contact if I
Have Further
Enquiries?*** Please send your enquiry to portfo@cityu.edu.hk.

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