

SUSS E-Portfolio FAQ

1. What is SUSS E-Portfolio?

The purpose of the SUSS E-Portfolio is to showcase a thoughtful selection of reflections, work samples and artefacts that demonstrates significant learning, critical thinking and growth. It also serves as a developmental tool for self-actualisation and lifelong learning.

2. What is Portfolium?

Portfolium is a platform adopted by SUSS for students to create, build and develop their e-portfolio. It is a lifelong account where you can showcase and document your works and achievements, and network with the SUSS community – SUSS students and staff. Portfolium is also used for the assessment of experiential graduation requirements for full-time students, including E-Portfolio, Service-Learning/Community Engagement, Work Attachment and Overseas Experience.

3. What is the difference between Portfolium and LinkedIn?

Portfolium allows you to showcase your academic and non-academic experiences and achievements by presenting *evidence* (e.g. work samples, reflections, certificates, slides, photos, videos, etc.) to support the skills and competencies that you have. Your e-portfolio enables viewers to understand your growth and development both professionally and personally.

Your e-portfolio on Portfolium should be used to complement your LinkedIn. You are encouraged to include both your LinkedIn and Portfolium links in your resume/CV.

4. How can I learn more on how to create my e-portfolio?

If you would like to learn more about SUSS E-Portfolio and Portfolium, you may consider the following:

- [Sign up](#) for e-portfolio workshops and consultations organised by Office of Student Life (OST)
- Take a course on reflection and e-portfolio ([OST163](#))

Portfolium Pathways

5. What is a pathway?

A pathway is a task requirement, usually (but not always) created by the assessor for assessment purpose. You can access a pathway by clicking on the “Tasks” button on the top navigation panel.

6. What is the SUSS E-Portfolio pathway?

The SUSS E-Portfolio pathway consists of 4 milestones, in relation to the 4 domains – College Achievement (CA), Career Readiness (CR), Active Citizenship (AC) and Continuous Learning (CL) – in the [E-Portfolio Framework](#). These domains reflect the knowledge, skills and attitudes that SUSS aspire our students to have.

Within these milestones, there are requirements for you to showcase your academic and non-academic achievements, learning experiences, and future learning plans and goals.

The e-portfolio pathway is also linked to 3 other pathways – Career Readiness, Community Engagement and Overseas Experience. You are required to fulfil the requirements and linked pathways to complete the e-portfolio pathway.

7. Which pathways should I be enrolled in?

You should be enrolled in a minimum of 4 pathways, each pathway corresponding to an experiential graduation requirement.

8. How do I make submissions through the pathway?

- Click on “Get Started”
- Click on “Start Requirement” to create a new project or “Start with an existing project” to upload an existing project on your e-portfolio
- Click on “Submit Requirement”

Projects not submitted through the pathway will not be assessed.

SUSS E-Portfolio Submission and Assessment

9. How am I assessed for SUSS E-Portfolio?

Besides the 4 domains (CA, CR, AC and CL), the overall Quality of E-Portfolio (QE) will also be assessed. Your e-portfolio should have a structured and logical layout, with a personal profile that demonstrates your values, strengths, motivations, life goals and experiences, and a purposeful selection of artefacts that strongly enhances it. Your reflections should also explain clear connections between artefacts to your learning and/or career objectives.

For more information on the assessment of SUSS E-Portfolio, please refer to the [E-Portfolio Assessment Rubrics](#).

10. What do I need to take note of when creating my e-portfolio?

When creating a project for your e-portfolio, establish the purpose of your project. If the project is for personal documentation, change the visibility setting of your project to “Private”. If the project is for showcase, please ensure you have done the following:

- Extract relevant information and establish connection between the artefact(s) and learning outcomes
- Censor sensitive, private and confidential information, which can include information revealing people or companies when their identities are supposed to be confidential
- Censor personal data as defined by the Personal Data Protection Act 2012 (PDPA)
- Seek consent if the artefact(s) contain works of others (e.g. group assignments, copyright images, testimonials from supervisors)

By default, visibility setting for projects submitted through the e-portfolio pathway is “Public”. You have the option to change the privacy setting of your [project](#) or [profile](#).

For your e-portfolio assessor to assess your “Quality of E-portfolio”, he/she needs to view your projects and profile, and will need to request to “connect with you” if your e-portfolio is not available for public view.

11. When do I have to submit my SUSS E-Portfolio for assessment?

Your SUSS E-Portfolio should be ready for assessment 6 months before graduation filing. You are strongly advised to start building your SUSS E-Portfolio once you embark your learning in SUSS.

Before you begin your final semester, you will receive an email reminder to submit your SUSS E-Portfolio. You are required to submit your SUSS E-Portfolio by the stipulated deadline in order to avoid any delays in graduation filing.

12. When will my SUSS E-Portfolio be assessed? Do I have to inform the OST after submission?

Your SUSS E-Portfolio will be assessed after the submission deadline and you do not need to inform OST after submission.

13. May I request for an extension if I am unable to complete the Work Attachment/Overseas Experience/Service-Learning/Community Engagement pathways before the SUSS E-Portfolio submission deadline?

You should submit all SUSS E-Portfolio requirements (i.e. College Achievements and Continuous Learning) by the submission deadline. For other experiential graduation requirements, please follow the deadlines as advised by the respective Offices.

14. How do I fulfil the SUSS E-Portfolio experiential graduation requirement through Portfolium?

You are required to complete all pathways that you are enrolled in, in order to fulfil the SUSS E-Portfolio experiential graduation requirement.

For each requirement in the e-portfolio pathway, you must receive a “Pass” grade. Your e-portfolio assessor will request for revision if your submission does not meet the requirement.

15. When will the status and grade of my SUSS E-Portfolio experiential graduation requirement be updated on my Student Academic Profile? Will it be in time for graduation filing?

Your SUSS E-Portfolio completion status and grade will be reflected in your Student Academic Profile nearer to the end of your graduation semester (i.e. first week of June for January semester and first week of December for July semester). You may proceed to file for graduation upon receiving the email regarding graduation filing.

16. What should I do when I receive an email notification about a request for revision?

When you receive a request for revision, you are required to make the necessary revision based on the comments given by your e-portfolio assessor within 2 weeks or as required.

17. Can I submit artefacts from my previous education institutions (e.g. sec school, JC/poly), past work experiences, or professional/personal interests?

You are only required to submit artefacts from your time in SUSS for the 4 experiential graduation requirement pathways.

However, you are highly encouraged to include relevant artefacts in your e-portfolio, which enhance the quality of your e-portfolio both professionally and personally. You can do so by clicking on the “Create New Projects” button on the top navigation panel.

18. What is the difference between College Achievements and Continuous Learning? What can I include for these milestones?

Both College Achievements and Continuous Learning requirements should include artefacts during your time in SUSS.

For College Achievements, you may include the following:

- Academic artefacts: Extracts of GBA/TMA/ECA/academic research, recommendation from professors, reflections on academic talks etc.

- Non-academic artefacts: Centre for Experiential Learning (CEL) programmes (e.g. Experiential Teambuilding (ETB), Learn to Serve), OST programmes (e.g. XL Academy, well-being series), involvement in student groups/activities (e.g. interest group, competition group) etc.

There are two components for Continuous Learning:

- Learning Experiences

Learning experiences should be self-initiated and not mandated by SUSS. Workshops/certifications organised by SUSS but signed up on a voluntary basis may also be included. Your learning experiences can be for professional development and also personal interests.

Artefacts: Certificates, work samples, photos/videos, reflections on the learning experiences (e.g. purpose of learning, how can it be applied in the future?)

- Future learning plans/goals

Articulate your plans or goals in professional or personal development, and identify CET courses that may fit in your plans or help you attain your goals.

19. Can I submit all project requirements under one submission, rather than separating them into different submissions?

The pathway has been set up in a way that the project requirements are split up for you to decide which projects you would like to showcase on your e-portfolio. You will need to submit your projects in separate requirements and change the project title accordingly.

However, if you would prefer to categorise and showcase your projects as one project on your e-portfolio, you may do so by creating a new project. You will then need to privatise the projects you have submitted through the e-portfolio pathway in order to avoid duplications.

20. When I submit my reflections, work samples and artefacts, do I need to provide any other information?

Yes, connection between artefacts and learning/career objectives should be clearly explained in the "Description" box to demonstrate learning and growth.

21. Are there any questions or fixed format for reflection writing?

No, there is no fixed format for reflections that you showcase on your e-portfolio. You may refer to this [guide](#) for more information on how to reflect critically.

22. Can I make resubmissions for the requirements?

Yes, you may make resubmissions. However, once your submissions have been graded, you cannot make resubmissions unless revision has been requested.

For **technical assistance on Portfolium**, contact Learning Services Support (LS Support) via:

Email: lssupport@suss.edu.sg (Using your SUSS email only)

Contact Number: 6248 9111, option 1, followed by option 1 again.

For **technical functions and navigation of Portfolium**, visit <https://lssupport.suss.edu.sg>, select
“Portfolium” > “Student”, for more information.

For further **queries on SUSS E-Portfolio**, contact Office of Student Life (OST): ost@suss.edu.sg