

PRE-SUBMISSION

OF ADM FINAL YEAR PROJECTS (FYP)

It is mandatory for all students to submit their final year projects (FYP) to the ADM Portfolio and the DR-NTU for archival and showcase purposes. This document provides the complete instructions and guidelines to aid you in the pre-submission of your FYP.

1. The platforms...

- o **ADM Portfolio** – *A place to best exhibit your FYP visually in the digital space*

<http://blogs.ntu.edu.sg/adm-portfolio>

The ADM Portfolio is a unique collection of creative works by students at NTU School of Art, Design and Media (ADM). It was specially designed in collaboration between ADM and NTU Library.

- o **DR-NTU** – *A place to archive your written FYP Reports*

<https://dr.ntu.edu.sg>

DR-NTU, or Digital Repository-NTU, is an online digital archive that stores and provides access to academic and research publications of staff and students of NTU. As follows are what you need to know to submit to DR-NTU.

2. The general FYP submission process...

Pre-submission – To minimise any last-minute panic to submit your FYP, we strongly encourage that you do the following as early as possible (even if you have not completed your FYP):

- o Prepare your profile information to be updated in ADM Portfolio.
- o Prepare preliminary details of your FYP to ADM Portfolio and printing of the GradShow catalogue. Details include: project title and description, pictures, screenshots and/or trailers, name(s) of supervisor, keywords and techniques.

Final submission – When you are ready to submit your FYP, you will do the following:

- o Compile your FYP Report and submit to DR-NTU
- o Update the pre-submitted content of your FYP on ADM Portfolio
- o Substantiate your FYP submission on ADM Portfolio by adding about two to three of your most significant works completed during your 4-year journey in ADM.

3. Content to prepare for pre-submission

Be sure to have the following content ready for the pre-submission:

Creator(s) Information

- o Full name, NTU username and key roles played* of each student
- o Group name, if any*
- o Teaching faculty (for coursework) or supervisor(s) for Final Year Projects (FYP)
- o Award(s) or recognition(s), if any
- o Contact information (i.e. email addresses)
- o Websites and social profiles (e.g. OSS, Facebook, LinkedIn, Behance, etc.)

**Applicable for group submission only*

Project Description

- o Title of project
- o Abstract or summary of what your project is about
- o Keywords or phrases that describe or interprets the topic(s) your project expresses
- o Material(s) or medium used in the project, if applicable
- o Dimensions or duration of your project, if applicable

Images and Video(s)

- o One featured image. The image should be compressed to web resolution with a width of at least 1024px and height of no more 800px.
- o Additional images to complement your project submission. Images can include video stills, screenshots, drawings to highlight processes, etc. Images should be in web resolution and have a width of at least 1024px.
- o Print-ready images that represent your project for the GradShow catalogue. The images should be in high-resolution and uploaded to a file sharing site, such as WeTransfer.
Provide the URL to download the images in the form.
- o Film trailer or video to complement your project submission. Provide the URL to video trailer or video content hosted on YouTube or Vimeo preferably. Video hosted on other platforms can be provided with an embed code.

4. Procedures for submitting to ADM Portfolio

Here are the steps to submit the content to ADM Portfolio.

Login and Student Profile

By now, each of you should be registered with an account for ADM Portfolio. Otherwise, email library@ntu.edu.sg stating your NTU email, school and full name.

- o Go to ADM Portfolio - <https://blogs.ntu.edu.sg/adm-portfolio>
- o Sign in using your NTU username and password provided (or click **Login** on the top left corner).
- o Search for your name to find your profile and click on the **EDIT** button at the top right corner to start.

Project Submission

- o On the top menu, select **Submit Project** and complete the form with the content prepared.

For **group submission**, ALL group members are required to create their profiles but only ONE member is required to submit the project on behalf of the group. In the project submission form, select "Group" as submission type, include a group name if any, and indicate the names and roles of each member.

FINAL SUBMISSION

OF ADM FINAL YEAR PROJECTS (FYP)

You are almost there. This document provides the complete instructions and guidelines to aid you in the final submission of your FYP.

1. The general FYP final submission process...

When you are ready to submit your project, you will do the following:

- o Compile your FYP Report and submit to DR-NTU
- o Update the pre-submitted content of your FYP on ADM Portfolio
- o Substantiate your FYP submission on ADM Portfolio by adding about two to three of your most significant works completed during your 4-year journey in ADM. (Optional)

2. Content to prepare for final submission

Be sure to have the following content ready for submission to each of the platforms.

Structured Abstract

Before you dash off to upload the report, please draft a structured abstract with the following information:

- o **Purpose of project:** What are the reason(s) or aims for doing the project?
- o **Design/Methodology/Approach:** How are the objectives achieved? Include the main method(s) used for the project. What is the approach to the topic and what is the theoretical or subject scope of the project?
- o **Findings:** What was discovered when working on the project? Analysis / discussion / results?
- o **Originality/Value:** What is new in your project? State the value of your product and to whom?

Add the following information after your abstract:

- o **Specialisation (Choose your specialization):**
 - **(Design Art):** Interaction / Production Design / Visual Communication
 - **(Media Art):** Animation / Filmmaking / Game / Photography

- o **Keywords:** Keywords act as search terms. Use the right keywords that are specific or best reflect your project. To get you started, you may **choose any of the keywords in the table** or **come up with your own**. Note no more than **SEVEN** keywords in total.

INTERACTION Game Design; Sound Art; Interactive Art; Mixed Media Installation & Performance; Web Design	ANIMATION Stop-motion Animation; Traditional animation; 2D Digital Animation; 3D Digital Animation; VFX & Compositing; Digital Painting; Graphic Storytelling
PRODUCTION DESIGN Digital Product; Furniture Design; Interior Design; Kitchenware; Sculpture; Surface Design; Textile Design; Wearable Technology	FILMMAKING Digital Film; Documentary Film; Ethnographic Film; Experimental Film; Short Film-Narrative
VISUAL COMMUNICATION Art Installation; Book Design; Editorial Design; Illustration; Information Graphics; Packaging; Visual Documentation; Branding; Web design	GAME Game Design; Programming; Interactive Gaming; 2D Digital Animation; 3D Digital Animation; VFX & Compositing
	PHOTOGRAPHY Experimental Photography; Black and White Photography; Fashion Photography; Documentary Photography; Landscape Photography; Mixed Media Photography

FYP Report

- o Ensure that you have used the ADM FYP Report template provided by the School.
- o Ensure that the page layout of your report is in Portrait (or vertical) orientation.
- o Save as or convert the full text of your report to **unsecured PDF format**.
- o Compile your report into a single file (i.e. put appendices, tables, bibliography, etc., together and not as separate items).
- o Name report file as: **ADM[Year of enrolment].[Year of project].[Matriculation Number]** e.g. *ADM08.12.081997C17.pdf*

Accompanying Materials

- o Upload accompanying materials (e.g. photo journal, video, audio, etc.) as separate files. Please keep each file **below 512MB**. If you have a file that is larger than 512MB, split up the file into a few smaller files. Append letters to the filenames for these, e.g. *08.12.081997C17a.mp4*

3. Procedures for submission

Here are the steps to submit the content to DR-NTU and ADM Portfolio.

... for DR-NTU

Submission of FYP Report

- o Go to DR-NTU – <https://dr.ntu.edu.sg>
- o From the homepage, click on the **Click Here to Deposit Publications/Theses/FYPs** button to start a new submission.
- o You will be asked to login – do so using your NTU network account.
- o Choose **“ADM Student Reports (FYP/IA/PA/PI)”** from the dropdown menu.
- o You will be asked to grant the Library a Non-exclusive Distribution License.
- o Follow the instructions on the screen to proceed.
- o Attach the report in PDF format.

If you encounter any problems or require clarification, please email spi@ntu.edu.sg

For a guide with screenshots, refer to [this page](#).

... for ADM Portfolio

By now, you should have your profiles on ADM Portfolio and submitted the preliminary details of your FYP. Otherwise, refer to the **“Pre-submission of ADM Final Year Projects (FYP)”** section above.

Login to ADM Portfolio

- o Go to ADM Portfolio - <http://blogs.ntu.edu.sg/adm-portfolio>
- o Sign in using your NTU username and password (or click **Login** on the top left corner).

Update the pre-submitted content of your FYP on ADM Portfolio

- o Locate your pre-submitted project. Click on **EDIT** to update the project information of your FYP. Make sure all information is correct and complete.

Add other outstanding works to your individual profile

- o Similar to the FYP submission, select **Submit Project** from the top menu. Complete the form.