

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:

- Compile your FYP Report and submit to DR-NTU
- Update the pre-submitted content of your FYP on ADM Portfolio
- 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.

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:

- **Purpose of project:** What are the reason(s) or aims for doing the project?
- **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?
- **Findings:** What was discovered when working on the project? Analysis / discussion / results?
- **Originality/Value:** What is new in your project? State the value of your product and to whom?

Add the following information after your abstract:

- **Specialisation:** Digital Animation / Digital Filmmaking / Interactive Media / Photography and Digital Imaging / Product Design / Visual Communication?

- **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.

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

FYP Report

- Ensure that the page layout of your report is in Portrait (or vertical) orientation
- Save as or convert the full text of your report to unsecured PDF format
- Compile your report into a single file (i.e. put appendices, tables, bibliography, etc., together and not as separate items)
- Name report file as:

ADM[Year of enrolment].[Year of project].[Matriculation Number]
 – e.g. ADM08.12.081997C17.pdf

Accompany Materials

- Accompanying materials (e.g. video, audio, etc.) in digital format are to be uploaded as separate files, preferably in common multimedia formats. For video file submission, include a .mp4 version in addition to the original video format for online streaming purpose.

Append letters "a", "b", "c", etc.
 – e.g. 08.12.081997C17a.mp4

If your file size is above 40MB or you are unable to submit via DR-NTU due to heavy network traffic, save your files in a CD or DVD and hand it to ADM Library Service Desk in an envelope addressed to:

FYP/ARP/Thesis submission

Library Technology & Systems Division

Blk Blk N1-B3b-18

NTU Library

3. Procedures for submission

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

... for DR-NTU

Login to DR-NTU

- Go to DR-NTU - <http://repository.ntu.edu.sg>
- Sign in using your NTU username and password

Submission of FYP Report

- Go to **My Account > Submissions**. Click "Start a new submission"
- Choose "**ADM Student Reports (FYP/IA/PA/PI)**", from the drop down menu. Follow the instructions on the screen.
- Describe your project. Under Abstract, insert the structured abstracted that you have prepared.
- Upload the files
- Review and Complete the process
- Log out

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

... for ADM Portfolio

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

Login to ADM Portfolio

- Go to ADM Portfolio - <http://blogs.ntu.edu.sg/adm-portfolio>
- 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

- 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

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