

## PRE-SUBMISSION OF ADM FINAL YEAR PROJECTS (FYP)

It is mandatory for all students to submit their final year projects (FYP) to ADM Portfolio and 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...

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

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

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 Libraries.

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

<http://repository.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 facilitate the production of the Gradshow Catalogue and other publicity materials, you will need to do the following (even if you have not completed your FYP):

- Create (or update) your profile on ADM Portfolio.
- Prepare and submit 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:

- 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.

### 3. Content to prepare for pre-submission

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

#### ***Creator(s) Information***

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

*\*Applicable for group submission only*

#### ***Project Description***

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

#### ***Images and Video(s)***

- One featured image. The image should be compressed web resolution of 72 dpi, and have a width of at least 1024px and height of no more 800px.
- Additional images to complement your project submission. Images can include video stills, screenshots, drawings to highlight processes, etc. Images should be in web resolution of 72 dpi and have a width of at least 1024px.
- A **maximum of 8 images** (FYP images only) that represent your project for the printing of the GradShow Catalogue. The images should be print-ready images at TIFF file format, 300 dpi with a maximum size of 1748px 2480px. Indicate one preferred image for thumbnail with '#', i.e. *fyptitle\_image00\_#.tif*. The images are to be uploaded via a file-sharing platform such as [Wetransfer](#), [Google Drive](#) and [Dropbox](#). Provide the URL to download the images in the form.
- 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 nmg@ntu.edu.sg stating your NTU email, school and full name.

- Go to ADM Portfolio - <http://blogs.ntu.edu.sg/adm-portfolio>
- Sign in using your NTU username and password provided (or click **Login** on the top left corner).
- On the top menu, select **Create Profile** and complete the form.

##### Project Submission

- 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.