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Freshmen Guide to
School of Art, Design and Media
College of Humanities, Arts and Social Sciences

AY 2021/2022

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Welcome to ADM

The NTU School of Art, Design and Media (ADM) offers two professional fine art BFA degree programmes: Design Art & Media Art. Both are deeply grounded in a studio–based learning model. Drawing from the structure and instruction style of American art and media schools, the self–study approach of European academies, and the rigorous craft of Asian tradition, ADM provides a new approach to Arts education that is specific to where we are today. Our inspiring and dedicated faculty at ADM are not only passionate about what they do but practicing professionals with unique visions, creative accomplishments and areas of research and expertise. At ADM, you will experience the latest interdisciplinary theories, practices and technologies, and the skills and knowledge you acquire will help you to develop individual creative voices and propel you towards successful future careers.

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Faculty of ADM

ADM Chair

Professor Michael John Kirk Walsh

Associate Chair (Academic)

Associate Professor Peer M Sathikh

Associate Chair (Graduate and Continuing Education)

Associate Professor Chul Heo

Associate Chair (Student)

Senior Lecturer Ben Slater

Associate Chair (Faculty)

Associate Professor Wong Chen-Hsi

Associate Chair (Research)

Associate Professor Hans-Martin Rall

Assoc Prof	Andrea Nanetti	Asst Prof	Djordje Arambasic	Asst Prof	Marc Gloede
Lecturer	Ang Song Nian	Assoc Prof	Gray Francis Hodgkinson	Asst Prof	Michelle Lim
Snr Lecturer	Angeline Yam Min Yee	Assoc Prof	Ina Conradi Chavez	Lecturer	Nicole Midori Woodford
Assoc Prof	Benjamin Seide	Lecturer	Inanc Zeliha Gul	Assoc Prof	Ng Woon Lam
Asst Prof	Bernhard Johannes Schmitt	Lecturer	Jeffrey Hong Yan Jack	Assoc Prof	Oh Soon-Hwa
Snr Lecturer	Candice Ng Ee Ching	Asst Prof	Jesse John Thompson	Snr Lecturer	Peter Chen Chia Mien
Lecturer	Chalit Kongsuwan	Assoc Prof	Jesvin Yeo Puay Hwa	Asst Prof	Ross Adrian Williams
Assoc Prof	Christoph Hahnheiser	Snr Lecturer	Joan Marie Kelly	Asst Prof	Sophie Goltz
Assoc Prof	Cindy Wang I–Hsuan	Asst Prof	Kristy H.A. Kang	Asst Prof	Sujatha Arundathi Meegama
Assoc Prof	Danne Ojeda Hernandez	Assoc Prof	Laura Miotto	Professor	Ute Meta Bauer
Asst Prof	Davide Benvenuti	Asst Prof	Lisa Winstanley	Asst Prof	Yin Ker
Lecturer	Desmond Pang Hee Wee	Assoc Prof	Louis-Philippe Demers		

For faculty's directory, click here.

Faculty's Directory

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Academic Calendar

SEMESTER 1	FROM	TO	DURATION
Teaching Week 1-7	09 Aug — 24 Sep		7 Weeks
Recess Week	27 Sep — 01 Oct		1 Week
Teaching Week 8–13	04 Oct — 12 Nov		6 Weeks
Revision and Examination	15 Nov — 03 Dec		3 Weeks
Vacation	06 Dec — 07 Jan		5 Weeks

SEMESTER 2	FROM	TO	DURATION
Teaching Week 1-7	10 Jan — 25 Feb		7 Weeks
Recess Week	28 Feb — 04 Mar		1 Week
Teaching Week 8–13	07 Mar — 15 Apr		6 Weeks
Revision and Examination	18 Apr — 06 May		3 Weeks
Vacation	09 May — Aug		13 Weeks

SPECIAL TERM I	FROM	TO	DURATION
Teaching Week 1-5	09 May — 10 Jun		5 Weeks
Revision and Examination	13 Jun — 17 Jun		1 Week

SPECIAL TERM II	FROM	TO	DURATION
Teaching Week 1-5	20 Jun — 22 Jul		5 Weeks
Revision and Examination	25 Jul — 29 Jul		1 Week

All dates subject to change at the discretion of the university.

Note:
Classes will proceed normally on the immediate Monday following a public holiday on Saturday. For a public holiday which falls on Sunday, the following Monday will be a replacement holiday.

SCHEDULE OF KEY ACADEMIC ACTIVITIES	SEMESTER ONE	SEMESTER TWO	SPECIAL TERM I	SPECIAL TERM II
Release of Course Registration Schedule	End Apr	End Oct	Mid Mar	Mid Mar
Release of Class Schedule	End May	End Nov	Mid Mar	Mid Mar
Course Registration Period	End Jun - Early Jul	Dec	End Mar	End Mar
Release of GERPE/UE Allocation Results	Early Aug	Early Jan	Early Apr	Early Apr
Add/Drop Period (F/T)	Teaching Week 1 & 2	Teaching Week 1 & 2	Mid Apr	Mid Apr
Add/Drop Period (P/T)	Teaching Week 1	Teaching Week 1	Mid Apr	Mid Apr
Declaration Period for S/U Option	From recess week till 2 working days after last day of examination period		From special term week 3 till 2 working days after last day of examination period	
Filing Period for Award of Minor				

EXAMINATIONS	SEMESTER ONE	SEMESTER TWO	SPECIAL TERM I	SPECIAL TERM II
Release of Examination Timetable	End May	End Nov	Mid Mar	Mid Mar
Schedule for Registration of Calculators	Schedules vary by programme. Please check details at least 4 weeks before start of examinations			
Release of Examination Seating Arrangements	2 weeks before start of examination			
Expected Release of Examination Results*	End Dec/Early Jan	End May/Early Jun	Early Jul	Early Apr
Review of Examination Results	All applications for review of examination results must be submitted through StudentLink within 1 week from the date of release of examination results			

* Important: Students in their final semester of study are reminded to submit any Change of Personal Particulars
   (specifically name, citizenship, NRIC, passport number, or marital status) with supporting documents prior to
   the release of results of their final examinations by the University. These particulars will be frozen in the system.

Relevant particulars as captured in the system will be in the final transcripts and degree certificates.

Notice to all Undergraduate NSmen

Ministry of Defence (MINDEF) has advised that all undergraduate NSmen are liable to be called up for In-Camp Training (ICT). It has made a standing arrangement with the universities that undergraduate NSmen would be called up for ICT only during specific parts of the university vacations. During these periods, the university will not conduct any compulsory academic programme. MINDEF will not grant deferment on the ground of academic commitments.
The call-up periods are indicated in this table.

Year of Study	ICT Call-Up Period	Duration
1st	07 Dec '20 - 03 Jan '21	07 Jun - 01 Aug '20
2nd and 3rd	07 Dec '20 - 03 Jan '21	21 Jun - 01 Jul '20
Duration	4 Weeks	6 or 8 Weeks

Note:
Attachment programmes may overlap with the call-up period. NSmen students called up during their attachment can apply for leave and extend their attachment to make up for the period missed.

ADM Bachelor of Fine Art
Major Programmes

DESIGN ART / MEDIA ART

The new offerings from the School of Art, Design and Media, allow you more flexibility in choosing the subjects that suit your interests and objectives. You can choose from a broad range of courses within and outside their majors for a broad range of knowledge and expertise necessary in an increasingly competitive industry.

> The Bachelor of Fine Arts in Design Art combines three current programmes in Interaction Design, Product Design and Visual Communication into an integrated programme in Design.

> The Bachelor of Fine Arts in Media Art unites existing specialisations in Digital Animation, Digital Filmmaking, Game and Photography & Digital Imaging into an integrated programme in Media.

Details of these programmes can be found within the area–specific pages online at ADM's website:

newbfa.adm.ntu.edu.sg

Note: This website gives links to all the courses that students need to take during their studies as well sequence in which they may be taken.

The Class Schedule details the weekly sequence in which courses are delivered in any given semester and is found at ADM's website:

Class Schedules

FOUNDATION YEAR

SEMESTER 1
During their first semester of study ADM you will complete a Foundation Programme which introduces you to a range of cognitive and manual skills and develops your understanding of a broad range of disciplines and media.

DN1001 Foundation Drawing	Practice of Drawing and Visualisation
DN1002 Foundation 2D	Understanding and Application of two-dimensional design principles
DN1003 Foundation 3D	Understanding of form and spatial awareness
DN1004 Foundation 4D	Arts of sequential storytelling and communication
DD1003 Introductions to the Histories of Art I: Western Art History	Practical learning is complemented through a study of the global histories of arts and design
*CC0001: Inquiry & Communication in an Interdisciplinary World and CC0002: Navigating the Digital World	

*Note: Pre-requisite: Exempted from Qualifying English Test (QET) or HW0001

Please refer to this link for more information about Course Registration Matters:

Course Registration

Selection of Media in the Degree Programme

At the end of Semester 1, all Year 1 students will select the Major you wish to pursue from the next semester onwards, either in Design Art or Media Art. You will indicate your choice through the StudentLINK. You will receive an email informing you about the selection of Major. Please refer to the Office of Academic Service (OAS) website for full details.

ALLOCATION PROCESS

Allocation of the Area of Major will take into consideration the final marks for the following Year 2 Art, Design and Media courses:

DN1001	Foundation Drawing
DN1002	Foundation 2D
DN1003	Foundation 3D
DN1004	Foundation 4D

Please note that the Freshmen Year GPA Exemption does not apply to the allocation of Major.

Allocation is based on matching your grades in the four courses, your choice of Major and the vacancies available in each Area of Major.

NOTIFICATION OF OUTCOME

The outcome of your selection of Major will be released in StudentLink before the registration of courses for Semester 2.

APPEAL FOR CHANGE OF MAJOR

Students who wish to appeal for a change of Major in the Art, Design & Media Degree Programme must do so by the first week of January. Please enquire at the School General Office about procedures for appeals and dates for release of appeal outcome.

DESIGN ART
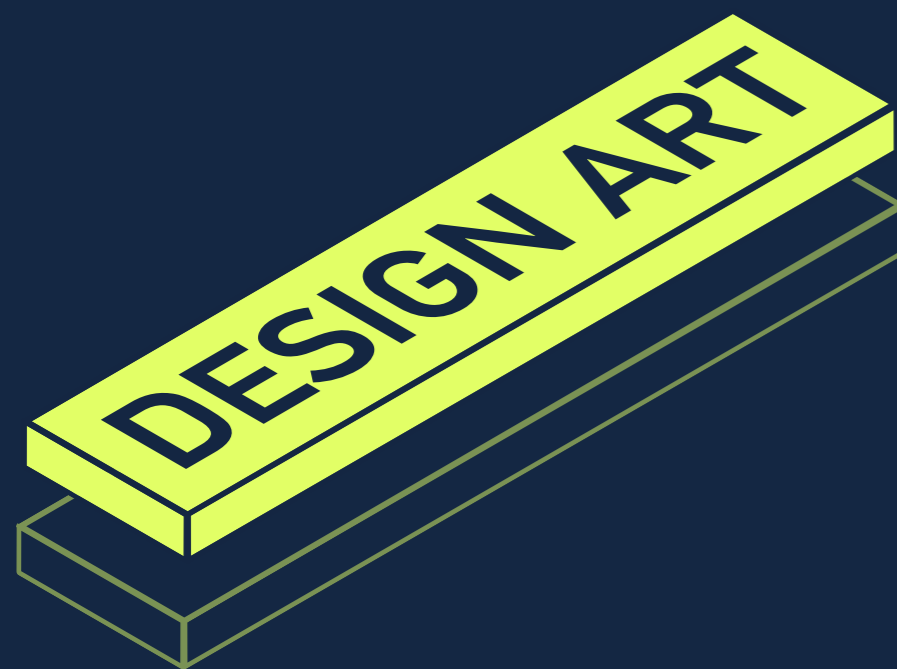
SPECIALISE YOUR PATH

YEAR 2 SEMESTER 1

	INTERACTION		PRODUCT DESIGN		VISUAL COMMUNICATION	
COMPULSORY MAJOR STUDIO PE	DM2000	Interactive I	DR2001	Product Design I	DV2001	Visual Communication I
	DM2008	Programming for Interaction	DR2005	Computer Aided Design I	DV2000	Typography I
AREA SPECIFIC HISTORY MAJOR PE	DD3016 History of Design					

FOUNDATION

YEAR 1 SEMESTER 2

DN1009	Graphic Form
DN1010	Experimental Interaction
DN1011	Form and Visualisation
DD1004	Introduction to Histories of Art II
CC0003	Ethics & Civics in a Multicultural World
CC0005	Healthy Living & Mental Well-being in an Aging Society

YEAR 2 SEMESTER 2

	INTERACTION		PRODUCT DESIGN		VISUAL COMMUNICATION	
COMPULSORY MAJOR STUDIO PE	DM2007	Interactive II	DR2004	Product Design II	DV2005	Visual Communication II
	DM2006	Narratives for Interaction	DR2000	Conceptual Design	DV2004	Typography II
COMPULSORY ART HISTORY III MAJOR PE*	DD8008	Faith and Art		DD2008	Survey of Modern Art 1900–1945	
	DD8010	Visualisation of Cultural Heritage		DD3022	Art in the Age of Colonialism	
	DD8012	Contemporary Curating		DD3010	Issues in Global Contemporary Art	
	DD2000	Introduction to the Histories of Southeast Asian Art		DD9014	Introduction to Museum Studies	
				DD2009	Survey of New Media	

*Note: Choose One Only

YEAR 3 SEMESTER 1

There will be two compulsory prescribed electives offered, one in each semester in the three areas of BFA Design Art. These two compulsory prescribed electives will be compulsory only for the students who want to pursue their degree in one particular area (Interaction or Product Design or Visual Communication).

COMPULSORY PE	INTERACTION		PRODUCT DESIGN		VISUAL COMMUNICATION	
	DM3014	Interactive Devices	DR3006	Product Design	DV3010	Visual Communication III
	DM3013	Interactive Spaces	DR3007	Studies in Form	DV3011	Typography III

YEAR 3 SEMESTER 2

| COMPULSORY PE	INTERACTION		PRODUCT DESIGN		VISUAL COMMUNICATION	
	DM3010	Product Development and Planning	DR3005	Product Design IV	DV2001	Visual Communication IV
	DM3015	Interactive Environments	DR3008	Advanced Development and Prototyping	DV3012	Production for Graphic Design

YEAR 4

The Final Year Project (FYP) remains the dominant component of Year 4. As well as the Interdisciplinary Seminar introduced during Semester 1 of Year 4. Each week a seminar will be conducted with guests from both the industry and academia on subjects related to Design Art. Seminars will be organised and moderated by the course instructor for that module.

CORES	DD4004 Final Year Project – Design Art
COMPULSORY SEMINAR	DM4006 Design Art Interdisciplinary Seminar

Award of Specialisation

If you plan to pursue a SPECIFIC pathway/specialisation, do take note of the combination of courses below. You need to complete the Compulsory Major PE studio and Area History courses as Major PE only (as shown in the images below) for the pathway/specialisation to be awarded i.e. BFA (Design Art or Media Art) with specific pathway indicated in the academic transcript.

	INTERACTION		PRODUCT DESIGN		VISUAL COMMUNICATION	
AREA HISTORY			DD3016 History of Design			
8 COMPULSORY MAJOR PRESCRIBED ELECTIVE COURSES	DM2000	Interactive I	DR2000	Conceptual Design	DV2000	Typography I
	DM2006	Narratives for Interaction	DR2001	Product Design I	DV2001	Visual Communication I
	DM2007	Interactive II	DR2004	Product Design II	DV2004	Typography II
	DM2008	Programming for Interaction	DR2005	Computer Aided Design I	DV2005	Visual Communication II
	DM3013	Interactive Spaces	DR3005	Product Design IV	DV3008	Visual Communication IV
	DM3014	Interactive Devices	DR3006	Product Design III	DV3010	Visual Communication III
	DM3015	Interactive Environments	DR3007	Studies in Form	DV3011	Typography III
	DM3010	Product Development and Planning	DR3008	Advanced Development and Prototyping	DV3012	Production for Graphic Design

MEDIA ART
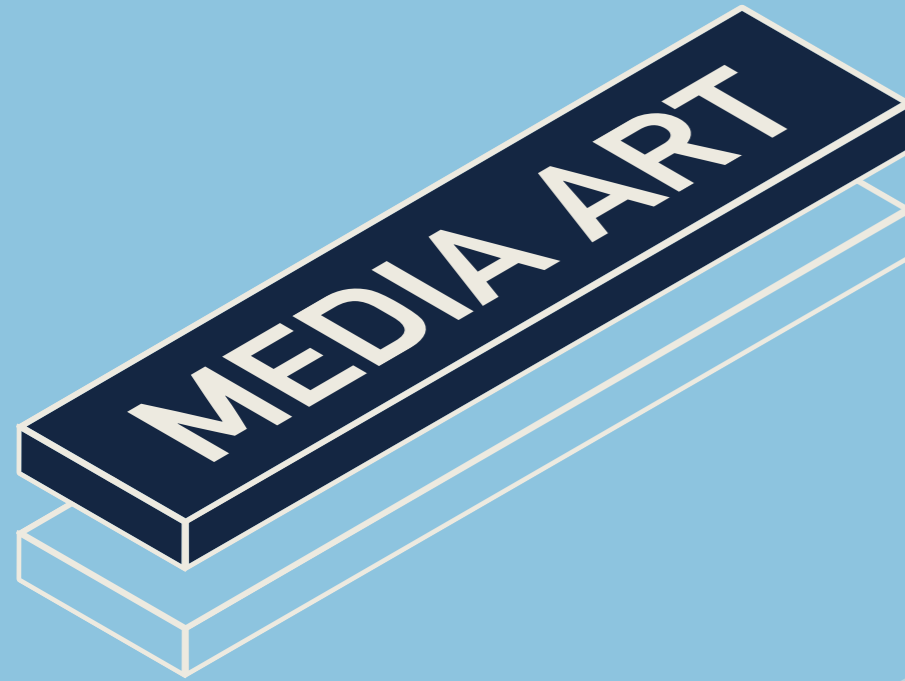
SPECIALISE YOUR PATH
YEAR 2 SEMESTER 1

	ANIMATION*		FILMMAKING		GAME		PHOTOGRAPHY	
COMPULSORY MAJOR STUDIO PE	DT2001	3D Production	DF2000	Digital Film Production I	DT2020	Game Design I	DP2001	Digital Photography
	DT2000	Basic Principles of Motion	DF2005	Writing for Film	DT2018	Animation for Games I	D02006	Principles of Lighting
	OR							
	DT2009	Storyboarding and Production Design	DF2011	Sound for Film				
AREA SPECIFIC HISTORY MAJOR PE	DT2007	History and Culture of Animation, VFX and Game	DF2009	History of World Cinema	DT2007	History and Culture of Animation, VFX and Game	DP2002	History of Photography

*Note: Animation students are offered the opportunity to further specialise in Character Animation or Visual Effects.

FOUNDATION
YEAR 1 SEMESTER 2

DD1004	Introduction to Histories of Art II
DN1013	Concepts of Digital Imaging
DN1016	Visual Storytelling
DN1017	Media Art and Representation
DD0000	Writing Narratives for Creative Media
CC0003	Ethics & Civics in a Multicultural World
CC0005	Healthy Living & Mental Well-being in an Aging Society

YEAR 2 SEMESTER 1

	ANIMATION*		FILMMAKING		GAME		PHOTOGRAPHY	
COMPULSORY MAJOR STUDIO PE	DT2016	3D Character Animation	DF2003	Cinematography I	DT3014	Game Design I	DP2005	Photography: Colour and Context
	OR							
	DT2010	Digital Compositing						
	DF2003	Cinematography	DF2001	Film Editing	DT2019	Animation for Games	DP2011	Photography: Light and Location
	OR							
	DT2009	Storyboarding and Production Design						
COMPULSORY ART HISTORY III MAJOR PE*	DD8008	Faith and Art			DD2008	Survey of Modern Art 1900–1945		
	DD8010	Visualisation of Cultural Heritage			DD3022	Art in the Age of Colonialism		
	DD8012	Contemporary Curating			DD3010	Issues in Global Contemporary Art		
	DD2000	Introduction to the Histories of Southeast Asian Art			DD9014	Introduction to Museum Studies		
					DD2009	Survey of New Media		

*Note: Choose One Only

YEAR 3 SEMESTER 1

There will be two compulsory prescribed electives offered, one in each semester in the three areas of BFA Media Art. These two compulsory prescribed electives will be compulsory only for the students who want to pursue their degree in one particular area (Animation or Filmmaking or Photography)

COMPULSORY PE	ANIMATION		FILMMAKING		GAME		PHOTOGRAPHY	
	DT3013	Animation Seminar OR	DF3012	Film Directing	DM2008	Programming for Interaction	DP3000	Photographic Media and Presentation
	DT3010	Visual Effect I	DF3013	Producing for Film and Media	DT3017	Game Seminar	DP3010	Moving Image for Media Artists
	DT2011	Stop Motion						

YEAR 3 SEMESTER 2

COMPULSORY PE	ANIMATION		FILMMAKING		GAME		PHOTOGRAPHY	
	DT3008	Research and Visual Development	DF3004	Digital Film Production II	DT3016	Game Jam	DP4001	Extended Photography
	DT3011	Visual Effects II OR						
	DT3012	Acting for Animation			DT3008	Research and Visual Development	DP3011	Documentary Practices

YEAR 4

The Final Year Project (FYP) remains the dominant component of Year 4. As well as the Interdisciplinary Seminar introduced during Semester 1 of Year 4. Each week a seminar will be conducted with guests from both the industry and academia on subjects related to Media Art. Seminars will be organised and moderated by the course instructor for that module.

CORES	DD4003 Final Year Project – Media Art
COMPULSORY SEMINAR	DD4005 Media Art Interdisciplinary Seminar

Award of Specialisation

If you plan to pursue a SPECIFIC pathway/specialisation, do take note of the combination of courses below. You need to complete the Compulsory Major PE studio and Area History courses as Major PE only (as shown in the images below) for the pathway/specialisation to be awarded i.e. BFA (Design Art or Media Art) with specific pathway indicated in the academic transcript.

	ANIMATION			FILMMAKING		GAME		PHOTOGRAPHY	
AREA HISTORY	DT2007	History and Culture of Animation, VFX & Game		DF2009	History of World Cinema	DT2007	History and Culture of Animation, VFX and Game	DP2002	History of Photography
8 COMPULSORY MAJOR PRESCRIBED ELECTIVE COURSES	DT2001	3D Production		DF2000	Digital Film Production I	DT2018	Animation for Games I	DP2001	Digital Photography
	DT2009	Storyboarding and Production Design		DF2001	Film Editing	DT2019	Animation for Games II	DP2005	Photography: Colour and Context
	DT3008	Research and Visual Development		DF2003	Cinematography I	DT2020	Game Design I	D02006	Principles of Lighting
	DT3013	Animation Seminar		DF2005	Writing for Film	DT3008	Research and Visual Development	DP2011	Photography: Light and Location
	DT2000	Basic Principles of Motion	DT2010	Digital Compositing	DF2011	Sound for Film	DT3014	Game Design II	DP3000	Photographic Media and Presentation
	DT2011	Stop Motion	DT3010	Visual Effects I	DF3004	Digital Film Production II	DT3016	Game Jam	DP3010	Moving Image for Media Artists
	DT2016	3D Character Animation	DT3011	Visual Effects II	DF3012	Film Directing	DT3017	Game Seminar	DP3011	Documentary Practices
	DT3012	Acting for Animation	DF2003	Cinematography I	DF3013	Producing for Film and Media	DM2008	Programming for Interaction	DP4001	Extended Photography

CHARACTER STREAM** **VISUAL EFFECTS STREAM****

** Students who complete the 4 courses in Character Stream will be awarded Specialisation in Animation (Character Stream); and students who complete the 4 courses in Visual Effects stream will be awarded Specialisation in Animation (Visual Effects Stream). Otherwise, students will simply be awarded Specialisation in Animation.

Electives Offered by ADM

ANIMATION

DT2005	Lighting and Rendering Pipeline	PE/UE
DT2015	Advanced 3D Production	PE/UE
DT2017	Writing for Animation	PE/UE
DT3000	Advanced Drawn Animation	PE/UE
DT3004	Rigging For Animation	PE/UE
DT3009	Cinematic Concepts & Motion Capture Applications	PE/UE
DT3015	Advanced Stop Motion	PE/UE

FILMMAKING

DF2012	Advanced Screenwriting	PE(MA)/UE
DF2013	Film Music in Theory and Practice	PE/UE
DF3001	Cinematography for Visual Effects	PE
DF3005	Audio Post Production for Film	PE(MA)/UE
DF3006	Cinematography II	UE
DF3010	Experimental Film Production	PE/UE
DF3014	Creative Producing for Film and Media	PE/UE
DF9001	The Art of Lighting	PE/UE

PRODUCT DESIGN

DR2002	Contemporary Issues in Product Design	PE/UE
DR2011	Human Factors in Design	PE/UE
DR2012	Materials, Manufacturing & Technology for Design	PE/UE
DR2013	Furniture Design I	PE/UE
DR2014	Wearable Technology, Fashion and Design	PE/UE
DR2015	Furniture Design II	PE
DR3002	Computer Aided Design II	PE/UE
	Interaction and Products	PE/UE

PHOTOGRAPHY

DP2004	Critical Eye: Seeing & Understanding in Photo Media	PE/UE
DP2008	Experimental Photography	PE/UE
DP3001	Transformative Identities in Fashion Media	PE/UE
DP3003	Socially Engaged Photography	PE/UE
DP3008	Location Experiences in Photography	PE/UE
	Screened Photography	PE

INTERACTION

DM2002	Sound Art	PE/UE
DM2009	Performance & Interaction	PE/UE
DM2011	Issues in Interactive Media Practice	PE/UE
DM3008	Generative Art	PE/UE
DM3009	Programming for Audio Visual Performance	PE/UE

VISUAL COMMUNICATION

DA9012	Media Art Nexus	UE
DV2002	Illustration for Designers	PE/UE
DV2006	Designed Experiences	PE/UE
DV2008	Interface Design	PE/UE
DV2009	Design in Motion	UE
DV2011	Pattern, Art, Design and Architecture	UE
DV2012	Digital Visual Communication	PE
DV3002	Editorial Design	PE
DV3003	Spatial Design	PE/UE
DV3005	Creative Brand Design	PE/UE
DV8001	Beyond the logo: Introduction to branding	PE/UE
	Experimental Layout	PE/UE

Introduction to Histories of Art (Options)

A number of history courses will be offered as prescribed electives during Year 3, offering you a wide choice to select one history module as a prescribed electives. These history modules will also be open to students from HASS.

DD2000	Introduction to the Histories of Southeast Asian Art
DD3010	Issues in Global Contemporary Art
DD3022	Art in the Age of Colonialism
DD2008	Survey of Modern Art (1900-1945)
DD2009	Survey of New Media
DD8008	Faith and Art
DD8010	Visualisation of Cultural Heritage
DD8012	Contemporary Curating
DD9014	Introduction to Museum Studies

Course Classifications

Major Requirements – Specific to ADM students only major prescribed

CORE COURSES	FUNCTION	AUs
Foundation	These serve the 1st Year needs of all majors. All ADM Students share the same Foundation courses in the first semester.	12
Area Specific Foundation		9
Foundation Art History	Core history delivers an introductory survey of this history from an Asian and Western perspective.	6
Final Year Project	The Final Year forms the basis of a yearlong (FYP) graduation project and marks your entry to the professional world.	9
Interdisciplinary Seminar	Led by an ADM instructor, practicing artists and designers to give talks and share their knowledge, views and insights.	3
Art History	Widens and deepens your understanding of theory, history and context	3
Area Specific History	Widens and deepens your understanding of theory, history and context	3
Compulsory Major Area Studio	Eight courses that are integral to each major (E.g. in Product Design, this would be Product Design I, II & III, etc.)	24
Prescribed Studio Electives	Studio-based courses taken within ADM that need not be from within your subject discipline.	6
SUBTOTAL		**75**

For more information on course descriptions, please refer to this link:

Undergraduate Degree Course Content

Interdisciplinary Collaborative Core (ICC) – From Outside of ADM Disciplines

CORE COURSES	SUB-TYPES	AUs
ICC Common Core	**Transferable Skills:**	
	CC0001 Inquiry & Communication in an Interdisciplinary World	2
	CC0002 Navigating the Digital World	2
	CC0003 Ethics & Civics in a Multi-Cultural World	2
	ML0004 Career and Entrepreneurial Development for the Future World	2
	Global Challenges:	
	CC0005 Healthy Living and Mental Well-being in an Aging Society	3
	Science & Technology for Humanity	3
	Sustainability: Society, Economy & Environment	3
ICC Foundational Core	DD0000 Writing Narratives for Creative Media	3
	Digital Literacy 2 – Basket of Courses	3
	DD3022 Professional Attachment (10 weeks)	5

Broadening and Deepening Electives – From Anywhere within NTU

CORE COURSES	FUNCTION	AUs
Broadening and Deepening Electives (BDE)	Provide students with the opportunities to pursue interests outside their disciplines or deepen their skills and knowledge within their chosen disciplines.	27
SUBTOTAL		**55**
SUBTOTAL		**130**

ADM Minor Programmes

ADM offers the Minor in Art History and Minor in Photography.

In addition to their BFA majors, ADM students can opt to complete one minor.
The full listing of minor programmes is available at the University's website:

Minor Programmes

You should declare a minor at the start of the Academic Year directly to the Office of Academic Services (OAS). A total of 15 or 16 AUs would need to be completed depending on the minor selected.
You may use the 24 AUs allocated to GER Unrestricted Electives towards a declared minor.

Note:
Minor courses are excluded from the S/U option. A maximum of ONE (1) GER CORE or GER Prescribed Elective is allowed to be counted towards the minor requirement (provided the GER CORE or GER Prescribed Elective is also in the Minor's list of courses).

Minor in Photography

The Minor in Photography is open to non-ADM undergraduate students interested in studying and practicing the art of photography. Embarking on this course you will explore photographic artworks in-depth, looking at composition and context, cultural and historical backgrounds and influences, developing a knowledge of the aesthetic values behind lens-based art and its distinctive qualities.

Through classes that integrate technical aspects with aesthetic concerns, you will acquire the technical and creative skills necessary for production, and have the opportunity to explore your own creative approach to making photographic images. Through this practice you will learn to think and express yourself visually.

This Minor will be beneficial for those who want to develop their photography skills and knowledge at a higher level, as well as those interested in careers in the arts, journalism, communications, fashion and media.

Admission Criteria:
All NTU students are eligible for the Minor in Photography except students from BFA (Media Art), whom have the option of a pathway in Photography.
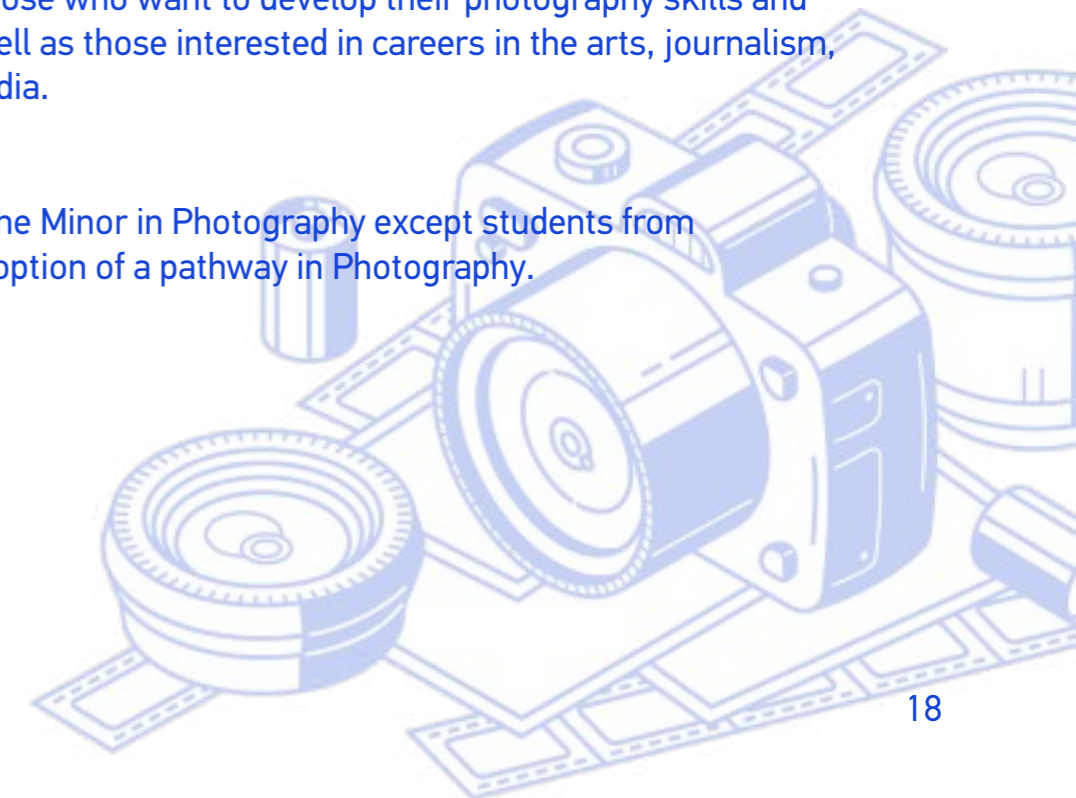
Minor in Design and Systems Thinking

This interdisciplinary minor programme is curated in partnership between CoE, CoS, CoHASS, NBS, and LKCMed and is open to all NTU students. Applicants can apply for the Design and Systems Thinking Minor either during the undergraduate admission exercise or during their course of undergraduate studies. There are no special requirements for entry into this minor programme.

As the economy becomes increasingly diversified and innovation-driven, employees from different domain are required to generate innovative solutions collaboratively. This interdisciplinary approach to problem-solving calls for new pedagogical ways to train the next generation of graduates for tomorrow. The recently published "Schools of the Future" report by the World Economic Forum highlighted several critical characteristics in learning content and experiences that define high-quality learning in the "Education 4.0" framework. These characteristics include (i) opportunities for innovation and creativity, (ii) acquiring technological know-how, (iii) problem-based and collaborative learning, and (iv) lifelong and student-driven learning.

The aims of this minor programme are to prepare students for the future workplace. This programme will expose students to:

01 Complex problems and how these problems are regulated in the real-world

02 Systems thinking mindset that encourages creative problem solving outside the usual discipline-based channels

Second Major Programmes

In addition to your BFA majors, ADM students can choose to pursue a Second Major available in the School of Humanities (SOH), School of Social Sciences (SSS) or Wee Kim Wee School of Communication and Information (WKWSCI), under the College of Humanities, Arts and Social Sciences.

A full list of the Second Major programmes is indicated on the School's website:

Second Major

Only students with CGPA of 4.0 and above at the end of their First Year are eligible for the Second Major programme. Admission is subject to availability of places in the Second Major programmes. Those interested to pursue a Second Major can submit an application at the end of Year 1. You will be notified of the application period via email.

Assessment

You will be evaluated rigorously throughout the BFA programme. Depending on the structure and nature of individual courses, you may be continually assessed, examined or a combination of both. (see below modes of assessment)

Studio–based classes do not require written examinations. However, group review of course work projects often occur in the final weeks of the semester.

General Education Requirements (GERs) and ADM academic courses with a historical, cultural or theoretical component may require that the student sit for an examination. You may refer to the examination timetable and syllabus of the subject for specific information on examinations.

MODES OF ASSESSMENT

ASSESSMENT BY EXAMINATION

Examination may be in the form of a written paper to be completed in one of NTU's exam halls at the end of Semester during the Exam Period or it might take the form of a studio project to be completed in the student's own time.

CONTINUOUS ASSESSMENT

Continuous Assessment is an ongoing process whereby your performance in class is monitored and given a value. It might include such things as tests, assignments and projects. It is likely to include a consideration of how much you participate in class discussions, critiques etc.

Grade Point Average (GPA) System

With both assessment and examination, grades and grade points are assigned as follows:

LETTER GRADE AND GRADE POINT

Letter Grade	A+	A	A-	B+	B	B-	C+	C	D+	D+	F
Grade Point	5.0	5.0	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0.0

The following non-letter grades can also be used for up to 12 AUs for GER Courses.

NON LETTER GRADE

Letter Grade	Satisfactory	Unsatisfactory
Grade Point	S	U

Year Grade Point Average

The Year Grade Point Average (YGPA) represents the average grade of all courses (including failed courses) attempted by a student in a given year. The YGPA is computed as follows:

$$\frac{[\text{Grade Point x AU for Course 1}] + [\text{Grade Point x AU for Course X}] + \dots}{[\text{Total AU attempted in an academic year}]}$$

Both the YGPA and CGPA are reflected in students' transcripts.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) represents the average grade of all courses (including failed courses) attempted by a student. The CGPA is computed as follows:

$$\frac{[\text{Grade Point x AU for Course 1}] + [\text{Grade Point x AU for Course X}] + \dots}{[\text{Total AU attempted in all the semesters so far}]}$$

Graduation Requirements

Graduation and Residential Programmes

To be eligible for the award of a Bachelor of Fine Arts degree from NTU, a student must fulfil the following conditions:

Minimum Years of Study at NTU	Minimum AUs of Graded Courses Obtained from NTU
3 Academic Years	69 Aus

The balance AU may consist of AU earned from courses with Pass (P), Exempted (EX) and Satisfactory (S) notations.

Satisfactory Academic Standing

Criteria for Satisfactory Academic Standing in any given semester are:
- Maintaining a minimum CGPA 2.0
- Completing at least 75% of the normal AU workload

Students with poor academic standing are subject to the following performance review:
- **Academic Warning**, if the CGPA falls below 2.0 for any given semester.
- **Academic Probation**, if the CGPA falls below 2.0 for the following semester.
- **Academic Termination**, if the CGPA falls below 2.0 for the third, consecutive semester, or at the end of the final semester of study.

Freshmen Year GPA Exemption

Up to 6 letter-graded courses that do not make the pass grade on first attempt in the Freshmen Year will be excluded from GPA computation. This applies to examinable and non-examinable courses taken in the student's first 2 semesters of study in NTU, including adjoining Special Terms.

GPA exemption is not applicable for courses with fail grade taken on the second or subsequent attempts in the Freshmen Year. The unused quota of 6 courses will lapse after the Freshmen Year. Students are not eligible for promotion to the next study year if their CGPA is nil arising from GPA exemptions, even if they meet the AU criteria. The grades for all attempts, including those exempted from GPA computation, will remain on the transcript.

For more information, please refer to Point 6.4 of Academic Structure in the University's Handbook.

The Dean's List

The Dean's List is compiled on a yearly basis. The top 5% of the cohort, subject to attaining a minimum YGPA of 4.50 and the specified AU of graded courses by curriculum type taken in NTU in the academic year, is eligible for the Dean's List.

Full-time single degree students have to complete at least 16 AU (pre- NTU Education curriculum) or 15 AU (NTU Education curriculum) of graded courses, while part-time single degree students have to complete at least 9 AU of graded courses.

Double-degree students have to complete a total of 16 AU (pre-NTU Education curriculum) or 15 AU (NTU Education curriculum) of discrete graded courses from both degrees, and 9 AU of graded courses from each degree, to be eligible for the Dean's List.

Courses that are graded as Satisfactory/Unsatisfactory (S/U) and Pass/Fail or those with grades 'EX' (Exempted), 'IP' (In Progress) and 'LOA' (Leave of Absence) are not counted in the AU of graded courses for the purpose of determining the Dean's List. Students with any GPA exemption in their Freshmen Year will not be eligible for the Dean's List for the year.

Besides this, final year students must attain at least a Second Upper Honours degree in order to be considered for the Dean's List.

Advanced Standing Transfer of Credits

If a student believes that prior to entering ADM they have passed a subject that is equivalent to a course that is part of the curriculum at ADM, then they may apply for Advanced Standing. This will enable the student to be excused for that subject.

Eligibility for Advanced Standing

01 Only those with tertiary study and a significant portfolio are eligible for advanced standing.

02 Evaluation of AUs transferred is based on courses passed with at least a grade B or better.

03 For Polytechnic Diploma, generally, only third-year courses will be considered for advanced placement at ADM. In specific cases, some courses may be considered based on course content and how comparable these are to ADM course.

04 Determination is on a case by case basis, and subject to endorsement by Associate Chair, Academic and approval by Chair, ADM.

05 Advanced standing is formalised within the first year of matriculation.

06 Generally, for Polytechnic students (including NAFA and LaSalle SIA College of the Art), the maximum number of Core and Prescribed Elective course AUs to be transferred is 12 AUs. Only in cases of exceptional work presented will there be consideration of transfer beyond 12 AUs.

07 University students (Singapore & International) receive GER credits transferred as per University policies (recommended by Associate Chair, Academic).

08 University students (Singapore & International) may receive waivers on first year courses and major core courses on a case by case basis. These are evaluated by area faculty based on portfolio in each subject requested for transfer of credit.

Advanced Standing Application Process
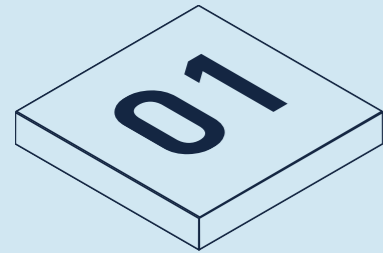
01
Year One students will receive submission instructions during the ADM Freshmen Orientation. All eligible students are to submit the form to the ADM General Office at Level 1. Late submission after the stated deadline will not be entertained accepted

02
For Compulsory Studio Course, the Area Coordinator will evaluate the portfolio submitted and give their recommendation.
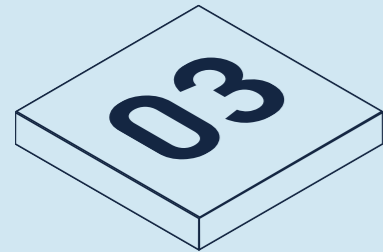
03
Associate Chair, Academic will transfer the GER CORE, Major/GER Prescribed Electives and Unrestricted Electives and submit the recommendation to the Chair for approval.

04
Upon final approval, the students will be informed of their results and collection of portfolio through students' NTU email account.

For application, please submit this application form:

Advanced Placement Record Form

Caution! Students should consider carefully before claiming Advanced Standing for a course. They should examine its content and consult with their professors and peers to ensure that they will not be making a decision that they will later regret. Once given, Advanced Standing cannot be rescinded.

MAXIMUM NUMBER OF ACADEMIC UNITS TRANSFERABLE THROUGH ADVANCED STANDING

Subject Type	AUs	Max AUs Transferrable
Core & Compulsory Major Prescribed Electives	69	3 AUs in Compulsory Major Prescribed Studio Electives (Portfolio to be submitted)
Other Major Prescribed Electives	6	Determined on case by case basis
Interdisciplinary Collaborative Core (ICC)	28	
Broadening and Deepening Elective (BDE)	27	

Plagiarism and Academic Honesty

Plagiarism is to use or pass off as one's own the writings or ideas of another without acknowledging or crediting the source from which the ideas are taken. This includes, but is not limited to:

- The unacknowledged use of words, images, diagrams, graphs or ideas derived from any source such as books, journals, magazines, the visual media, and the Internet.
- Copying the work of fellow students.
- Purchasing other people's work to pass off as one's own.
- Submitting the same piece of work for different courses (i.e. 'self plagiarism')

Plagiarism undermines academic integrity and is a form of intellectual dishonesty. Other academically dishonest acts include collusion and are not limited to:

- Allowing one's own assignment, project or report to be used by someone else to pass off as their own.

Visual Plagiarism

It is legitimate for artists (especially young and emerging ones) to be influenced by the work of others and there are many instances where an artist might knowingly reference the work of another. In such cases some sort of attribution, agreement or common understanding is in place to justify such usage.

However, students should note that the use of someone's creative output in non–legitimate circumstances and without full disclosure could constitute visual plagiarism. Visual plagiarism is easily recognizable. ADM places a high premium on originality and creative ownership and any infringement will be dealt with severely and is non–negotiable. Students in doubt over this issue should seek clarifications from faculty.

For more information on Academic Integrity, please refer to this link:

Academic Integrity at NTU

Consequences of Plagiarism and Academic Dishonesty

Any suspected case of plagiarism or academic dishonesty could be taken to the Academic Committee in a special Misconduct Sitting. If a student is deemed guilty of plagiarism and academic dishonesty, ADM reserves the right to impose punitive measures including but not limited to:

- Students being marked down or failing grade for any course work that forms the material part of the offence.
- Students getting a fail grade for any course with which the offence is affiliated.
- Student will be requested to resubmit course work that forms the material part of the offence.
- Students will receive verbal or written warning and following which guardians will be informed of the said offence.
- Students marked as having failed the course are not barred from re-taking the assignment or course.

Serious cases of plagiarism and academic dishonesty will be referred to the University's Board of Discipline (BOD) for further review, who may consider suspension or expulsion in such instances. In reviewing such cases, special attention will be paid to any work that has been disseminated outside of ADM (i.e. blog-posts or DeviantART pages, submissions to a competition, work sold to a client etc.) ADM does not institute a 'first offence' policy and reserves the right to implement any of these strictures or a combination thereof for any offense at any time. This policy is applicable to all work done during the student's duration of study at ADM and includes work done separate to any course and in the student's own time.

Students should be mindful that ADM is obliged to record all cases of plagiarism and academic dishonesty.

Absences and Leave

Attendance

Much of the teaching at ADM is delivered through project work, demonstrations, critiques and hands-on workshops. It is therefore essential that students maintain regular attendance so that they do not fall behind in either learning or assessment. Attendance forms a significant part in the participation component of all ADM courses. Poor attendance will affect this component of the marks.

Students participating in approved secondary activities need to submit evidence & necessary forms. Students arriving later than 15 minutes to class usually are marked as absent.

In exceptional circumstances students can apply for a Leave of Absence one week in advance by filling out the form available at the School's General Office. This application is subject to the approval of the Associate Chair Academic.

Leave

The categories of leave that are not approved include:

- Returning to home country during festival periods (e.g. Chinese New Year, Hari Raya, etc.)
- Participating in activities (in and outside campus) organized by student bodies during normal school hours when students are required to attend classes.

Medical Leave must be accompanied by a Medical Certificate (MC). Medical Leave is considered approved 'after the fact' and does not automatically impact on the student's grade. If the student seeks more than a total of two medically certified absences then a signed letter from their guardians and doctor must be obtained. A student may take a maximum of three days of Medical Leave from a course. Students who have been granted leave are still responsible for satisfactorily completing all assignments due during the absence, and may be subject to a lower grade for late submissions or poor academic performance.

Further information on leave is available through the Office of Academic Services at:

Apply for Short Leave

Students may download application form here:

Leave Application Form

Global Programmes and Internship

Study Abroad through Global Programmes

ADM supports 3rd year students on exchange at overseas university for a maximum of one year through NTU's international exchange programme. NTU has a number of active student exchange programmes and ADM students can participate in theses exchange programmes.

GEM Explorer

NTU's main international student exchange programme – GEM Explorer, is a competitive programme that offers students the opportunity to apply for short exchange studies aboard while pursing their degrees and is administered by the Office of Global Education and Mobility (OGEM).

More information can be found at:

GEM Explorer

Other Programmes

NTU's Office of Global Education and Mobility offers student exchange programmes other than GEM Explorer that may also be of interest to ADM students:

GEM Discoverer | GEM Trailblazer

Each year, the Office of Global Education and Mobility organises an orientation session to discuss these programmes with the students. Please keep a look out for the emails that will tell you the time and place of the orientation sessions for exchange programmes.

Singapore Universities Student Exchange Programme (SUSEP)

An agreement has been reached with NUS and SMU to also offer student exchange programme to NTU students. Through this programme, students are able to study and experience student's life at the host institution while pursuing their degrees in NTU.

More information can be found at:

SUSEP

Overseas Travel and Declaration

Travel Insurance for Students on Overseas School Trips

All NTU Students going for any overseas trip sponsored, conducted or authorised by NTU ("Official NTU Student Trips") will be covered by the NTU Student Travel Insurance Policy. Trips shall not exceed 365 days in all (inclusive of Personal Deviation (personal vacation) taken by student immediately before, during, and/or immediately after an Official NTU Student Trip, subject to maximum of 90 days combined).

The NTU Student Travel Insurance Policy covers full-time matriculated undergraduate and postgraduate students of NTU, but does not cover inbound students of exchange programmes, executive education, certificate-based courses, and continuing education and lifelong learning courses under PACE@NTU.

Travel Registry System

The University has also put in place a Travel Registry System to capture travel information of students and staff. This enables the University to respond in a timely manner, especially in facilitating communication with affected students and staff, in the event of an emergency. Students are required to declare their overseas travel prior to their departure.

Travel Declaration Form

Only students travelling under programmes of the Student Affairs Office, Career and Attachment Office and Office of Global Education & Mobility need not make the declaration as the travel information will be recorded by these offices.

Travel Insurance For Students On Overseas School Trips

The University has contracted International SOS (ISOS) to provide emergency assistance to students and staff on official trips or university-sanctioned activities overseas. You can access a wealth of destination-specific information to help you prepare and plan for your trip. In the event of an emergency during the trip, students and staff can contact ISOS for immediate assistance. The expenses incurred for the assistance services may be borne by the traveller or claimable from your travel insurance, depending on the insurance coverage.

For more information on ISOS services, please access this website:

ISOS

(Membership Number: 02AYCA089601)

In event of any emergency when overseas, students can contact the 24 Hour Alarm Centre at **(+65) 6338 7800.**

THE SERVICES PROVIDED INCLUDE

- Emergency medical evacuation and/or repatriation
- Repatriation of mortal remains
- Medical assistance
- Telephone medical advice
- Medical service provider referral
- Medical service provider referral
- Despatch of medicine and/or physician
- Arrange of hospital admission
- Monitoring of medical condition when hospitalised
- Arrangement of compassionate visit

Credit Transfer

Any course a student intends to take abroad will need to be approved by NTU before transfer of credit can be considered. While abroad they may take a course with a 'like-for-like' equivalence to a course that could be delivered at NTU as part of their curriculum.

Students may also take a course with no such equivalence, yet which still serves their general or core educational needs. Approval will still need to be sought.

The student might be asked to supply supporting evidence before approval for credit transfer can be granted. This may take the form of course descriptions, class handouts, assignment descriptions, etc. It is highly recommended that approval be obtained before the student travels abroad.

Credit Transfer will be arranged upon their return and upon satisfactory completion of the course. The student might also be asked to supply evidence in the form of completed course work before this can be given.

Mrs. Julie Lim is ADM's International Exchange Coordinator. She may be contacted through email or by phone. More information can be found at:

Credit Transfer

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Professional Attachment Programme

Students will undergo a 10 weeks compulsory internship at the end of their third year. The internship commitment period typically runs from May – July. Upon successful completion of the 10 weeks internship, students will be awarded 5 AU as part of their degree course. The internship programme will be considered as ICC Foundational Core.

Students who are considering doing an overseas study exchange in their third year are encouraged to do so in the first semester in order not to interfere with the internship programme.

Please note that only internships taken up at the end of the third year, of the second semester as part of the ADM internship programme will be awarded the relevant AUs.

For more information on ADM Internship, please refer to this link:

ADM's Blog

For more information on Career and Attachment Office, please refer to this link:

CAO's Website

Assessment and Supervision

Each student will be supervised by ADM Faculty, over and above the organization supervisor. The ADM Internship programme is a "pass/fail" subject and no letter grade will be awarded.

Students will be assessed on the following:

- 3 online E-journals assessment by ADM faculty (submitted on week 3, 6 and 10)
- A mid-attachment review assessment by organization supervisor and ADM faculty
- Assessment of work in organization by organization supervisor

Assessment Criteria by ADM

Workload reflection	Quality of E-journals
Interpersonal relationships reflection	Organization supervisor feedback reflection

Assessment Criteria by Organisation Supervisor

- Quality of work produced
- Creativity
- Technical execution
- Communication skills
- Social skills & teamwork
- Work attitude & personal discipline
- Initiative & Motivation to learn

Internship

Leave during Internship

In general, leave will not be granted for vacation, religious camps, summer internship, work and travel. If student applies for any leave of absence and is approved, be prepared to extend internship to cover leave of absence. Leave application form is to be sent to Career and Attachment Office (CAO) for processing, CAO will consult organization for decision.

Important Notes

Do not enter any kind of agreement and contract with organization, unless you are very sure that there will not be any conflict of interest; if unsure, check with Career and Attachment Office (CAO). Please do not re-negotiate allowance but you may accept any increase or bonus given to you. You may be asked to sign non-disclosure if the work is confidential.

Briefing and Enquiries

There will be a briefing for ADM Year 3 students in November and students will be notified through their NTU email. If you have any queries on Internship, please email or contact:

Ms Angeline Yam Senior Lecturer & Internship coordinator (ADM) Contact No: 65138671 Email: angeline_yam@ntu.edu.sg	Ms Jenny Lim Executive Assistant (Internship/Career Services) Contact No: 6790 4018 Email: LimSK@ntu.edu.sg

Advice and Support

Part of a your experience of a university education is that you learn to make the right decisions about your curriculum and balance the demands of your workload. To help with this process we organise an Academic Advisement. This takes place at the end of each semester.

During academic advisement students will, in the course of a presentation by the Associate Chair Academic, be introduced to the academic opportunities open to them in the coming semesters, particularly in the selection of their electives.

Every student will be assigned a faculty member as an academic advisor or mentor who will be able to give them individual advice on academic matters. Students will be notified as to who this is via email. It is important that you actively seek help on academic matters. You may do so from their academic advisor or from faculty and staff, such as pathway coordinators, the School's Academic Manager or the Associate Chair Academic. You are expected to seek help in a timely manner and not to leave it till the last moment when the situation might be difficult to rectify.

Well-being and Support

University Wellbeing Office

The University maintains an excellent resource to help students manage stress and adjust to university life. The University Wellbeing Centre provides free, confidential and professional counselling to students. In addition to individual and group programmes and open talks. The Centre's various services are invaluable in providing new perspectives on personal, study, or work-related concerns and seek to assist students to develop strategies to cope with such issues.

ESSENTIAL CONTACT INFORMATION

UWO Main Line: 6513-2728
University Counselling Centre: 6790-4462
https://www.ntu.edu.sg/life-at-ntu/student-life/student-well-being

Pastoral Support

If you are facing any personal difficulties during your time at ADM you can also approach the School's Student Care Manager. You will be informed about this role at the start of the semester.

Associate Chair (Students)

ADM has an Associate Chair of Students, Senior Lecturer Ben Slater.
Please approach Ben if you have any questions or issues that you wish to discuss related to your well-being in ADM, this can include everything from time management to financial problems. His door is always open. You can email him at baslater@ntu.edu.sg.

Policies and Code of Conduct

Policies and Codes Concerning Students

Students are required to abide by both the University Code of Conduct and the Student Code of Conduct. The Codes provide information on the responsibilities of all NTU students, as well as examples of misconduct and details about how students can report suspected misconduct.
The university also has the Student Mental Health Policy.

The Policy states the University's commitment to providing a supportive environment for the holistic development of students, including the improvement of their mental health and wellbeing.
These policies and codes concerning students can be found in the following link:

Community Standards

To maintain the good image of the University, you are reminded to be appropriately attired in a manner befitting the status of university students as well as the occasion, when you are on campus. You should dress appropriately in lecture theatres / tutorial rooms / laboratories / workshops / library / offices.

Dress Code for Students

Clothing
- You must not expose your midriff, chest, upper thigh or show visible cleavage or undergarment
- You must not wear clothes that are transparent (see-through)
- Your clothes must not bear any vulgar, offensive or obscene prints or language

Footwear
- You must not wear flip-flops or slippers (thong sandals are allowed unless proscribed)

For security purposes, you must be readily identifiable at all times with their faces uncovered.
You shall not wear anything that prevents ready identification such as full-face motorcycle helmets, masks or veils.

In addition to the above, you shall adhere to the safety guidelines issued by your respective Schools on appropriate attire and footwear for laboratories/ workshops.

After Hours Code of Conduct

During the semester the ADM building is open 24 hours for you to work in certain workspaces and labs. This is a privilege which should not be abused. Social gatherings after hours are not permitted, and neither is intentionally sleeping overnight in the building. All students who use the building 'after hours' – between 10:30pm and 8:30am – must sign the After Hours Conduct.

Note:
During the current situation with COVID-19, access to the building After Hours may be restricted.

Learn More

Studying in ADM during COVID-19

Semester One of the Academic Year 2021 will undoubtedly be affected by the global pandemic which has been with us since early 2020. The precautions and restrictions on how lessons are conducted and how students access facilities are based on the latest guidance from the Ministry of Education, and you can find the updated information in the NTU FAQs here. You will be required to wear as mask and practice safe distancing while in NTU. Some of your classes and some components of classes are likely to be taught online in the coming semester (and perhaps after that) in order to minimize the risk presented by groups gathering in our spaces. As this is a constantly evolving and unpredictable situation we ask you to bear with us and be patient and adaptable should changes have to be made. Be aware that your safety (and the safety of staff and faculty in ADM) is our utmost priority.

Learn More

Privacy and Recording

Students who wish to record lectures, tutorials, presentations or discussions in their classes or in consultation session with faculty and/ or fellow students must request permission to make those recordings in advance. If permission is granted it is assumed that these recordings will not be disseminated and are for personal use only.

Students who engage in direct correspondence with faculty and fellow students via email and/ or instant messaging platforms should request permission before they copy or forward that correspondence to share with other parties. If you wish to share private correspondence on social media (even within a private network), you must also seek prior permission.
Please respect everyone's privacy!

Automated Registration System

Student Automated Registration System

Students must register courses through the Student Automated Registration System (STARS) as per the schedule announced by the Office of Academic Services (OAS). Students will be granted access to STARS based on their registration study year. Students are to check their personalized date and time for registration through student link. In order to successfully register for courses of choice, students are advised to read instructions provided by OAS for their assigned registration dates and duration.

For more information on the Handbook and Guide on Course Registration via STARS, please refer to the link:

Course Registration Information and Guides

Note:
It is the student's responsibility to complete the necessary registration procedures in a timely manner, either during the ADM Registration period or the NTU Course Registration exercise. For further information on registration, students may contact ADM's Assistant Director (Undergraduate Programmes) - Mrs. Julie Lim, or the relevant Area Coordinators.

Add/Drop of Subjects

Foundation students may not shift groups or withdraw from any course without prior consultation and approval from the School's Academic Office. Students in Years 2–4 may add or drop courses through STARS online, provided they do so within the 'add/drop period' announced by the University's Office of Academic Services. To minimize disruptions to classes and their own workload, students are strongly advised to consider their choice of subjects and to use this measure sparingly. Should students opt to add courses, it is their express responsibility to complete any work that they may have missed prior to their registration.

For more information on add/drop procedures, please refer to the link:

Course Registration

Essential Information

Academic Load and Overload

You are advised not to undertake additional courses and should consider carefully before deciding to 'overload'. A greater workload can adversely affect your performance across their modules. Year 1 students with exceptional academic performance may overload one course per semester. Students considering an overload must request approval from the Academic Chair. For further information on academic load/overload, contact ADM's Assistant Director (Undergraduate Programmes), Mrs. Julie Lim.

Year 2, Year 3 and Year 4 students may automatically overload one course per semester.

NTU Learn

In many universities today, eLearning is widely adopted as part of the teaching and learning environment. At NTU it has been an integral part of the student learning experience as it provides a blended learning environment to complement face-to-face teaching. eLearning at NTU is anchored by NTULearn Learning Management System.

https://ntulearn.ntu.edu.sg/

Teaching during Revision Period

Unlike other schools at the University, ADM may conduct active classes throughout the revision period. Faculty will inform students, should you be required to attend any sessions for make-up or additional instruction during the revision and examination periods.

OSS

Open Source Studio (OSS) is a collaborative, online software environment designed to meet the needs and dynamics of studio-based teaching in ADM. OSS is a platform that embraces the network as a medium of creative expression and new pedagogies. It enables interdisciplinary, inter-institutional, and cross-cultural opportunities for faculty and students to explore networked collaborative classes.

https://oss.adm.ntu.edu.sg

General Information on ADM Labs, Studios and Workshops

The following labs, studios and workshops are accessible to ADM students taking the relevant courses

ART B1-1	Interactive Workshop
ART B1-2	Lecture Theatre 1
ART B1-3	Lecture Theatre 2
ART B1-4	Animation Lab
ART B1-4a	2D Lab
ART B1-4b	PhD Programme
ART B1-5a	Stop Motion Lab
ART B1-5b	Special Techniques Lab
ART B1-5c	Final Year Project Lab
ART B1-5d	Stereoscopic 3D Lab
ART B1-15e	Motion Capture Studio
ART B1-5f	3D Lab 1
ART B1-5g	3D Lab 2
ART B1-5h	Master Programme 1
ART B1-5i	Master Programme 2
ART B1-17	Product Design Studio
ART B1-20	Heavy Workshop
ART B1-21-22	Foundation Construction Workshop
ART B1-23	Product Design CG Lab
ART B1-24	Rapid Prototyping Room
ART B1-25	Construction Workshop

ART 1-2	Viscom Workshop
ART 1-11a	Interactive Lab
ART 1-11b	Surround Sound Post–Production Studio (SPPS)
ART 1-12a	Filming Editing Lab
ART 1-13	Film / Interactive Checkout Center
ART 1-14	IT Office / Checkout Center
ART 1-17	Sound Suite 1
ART 1-18	Sound Suite 2
ART 1-24	Sound Suite 3
ART 1-16	HD Editing Suite 1
ART 1-23	HD Editing Suite 2
ART 1-25	HD Editing Suite 3
ART 1-26	HD Editing Suite 4
ART 1-29	Film Editing Lab
ART 1-30	HD Editing Suite 5
ART 1-19	Sound Stage 1
ART 1-20	Sound Stage 2

ART 2-1a	Viscom Checkout Center
ART 2-2a	Viscom Studio
ART 2-2b	Viscom Lab
ART 2-13/17	Interactive Game Lab
ART 2-23b	Viscom Classroom
ART 2-19	Foundation Checkout Center
ART 2-20a	Foundation 2D Silkscreen Studio/ Dark Room Foundation 2D Workshop
ART 2-20b	Foundation 2D Workshop
ART 2-22a	Foundation 2D Lab
ART 2-21	Foundation 4D Workshop
ART 2-22b	Foundation 4D Lab
ART 2-23a	IEM Lab
ART 2-32	Photo Light Room
ART 2-33	Photo Dark Room
ART 2-30	Photo Studio (Critique Room)
ART 2-31	Photo Checkout Center
ART 2-24b	Photo Lighting Studio
ART 2-25	Photo Advanced Lab
ART 2-26	Photo Digital Lab
ART 2-28	Drawing Room 1
ART 2-29	Drawing Room 2

Access to ADM computer labs is limited to students taking classes within those labs. Labs are accessible through secure card access 24/7, however students should note that accesses to certain labs are restricted and subject to availability. In using the ADM Computers, you should abide by the rules as stipulated by NTU's Rules for Student User Accounts.

ADM Area Specific Spaces

In addition to general policies, specific conditions and restrictions are applicable for access and usage of facilities including:

- Construction workshop
- Rapid prototyping and paint room
- Image and sound editing suites
- Photography labs and darkrooms
- Sound stage
- Green screen studio
- Rehearsal room

Safety and Emergency at ADM

Some disciplines taught at ADM require the use of tools that can be dangerous if not handled properly. Students are reminded to exercise the necessary caution and discretion when using cutting/power tools and other sharp implements. All ADM studios are equipped with small first aid kits. Faculty members, technical support staff and student monitors are aware of the location and can assist in the event of an accident.

Any injuries that occur in ADM requiring immediate medical attention must be reported to Faculty or ADM staff at the General Office. ADM staff may also be requested to provide transportation assistance in such instances. Students can also seek assistance from the University's on-campus medical centre. For more information about the medical care, please click here.

During extended hours, the Student Monitors can assist by contacting the appropriate emergency official and arranging for an ambulance. Following an accident or injury, students are advised to obtain an official medical report for submission to NTU's Student Affairs Office, at the Student Services Centre, Level 6.

Students may refer to this link for information on student insurance:

Insurance Coverage

NTU's Student Affairs Office for queries on medical claim procedures at:

Medical Scheme

Equipment Web Check-out Guidelines

Prior to checking out any equipment, students are to ensure that bookings are made online through ADM's Web Check-out system.

Guidelines on its use can be found at:

Guide to Web Check-out

Students should also note that they are required to endorse the Equipment Checkout Agreement Form before any equipment can be loaned.

The form covers all rules pertaining to the loan and checkout of ADM equipment and can be found at:

Agreement Form

ADM Library

The ADM Library is located on Level 1 of the main ADM building in a state-of-the-art facility open to all members of the University. While relatively new, the ADM Library collection is expanding with over 24,000 titles in art, design and media including: reference materials, monographs, artists' books, exhibition catalogues, production formats, animation guidebooks and design catalogues.

The Library subscribes to over 120 periodicals, covering many aspects of the School's curriculum and providing core materials for undergraduate and graduate courses in media, film, animation, design and art. With a fast expanding collection of over 3400 AV materials (including: DVDs, VCDs, Blu–ray discs, audio/music CDs, video/audio cassettes and tapes) available through open– access Shelving, AV materials can be loaned by all faculty, graduate students and NTU staff.

Undergraduate students can also view AV materials either individually or as groups via in-house Library facilities. Through automated check–out machines, users are able to withdraw library materials on their own and can return loaned items any time via the Library's return box located at the entrance. Special materials such as AV items or materials on limited loan are to be borrowed and returned at the Librarian's counter.

The ADM collection is largely an open collection, with certain categories of material designated as For Reference Only or For Restricted Use. These include the RBR collection (circulated for two hours only), reference books, restricted books and AV materials.

THE ADM LIBRARY'S OPENING HOURS

> Mon – Sun: 8.30am – 7.00pm
> Saturday: 8.30am – 5.00pm
> Closed on Sundays & Public Holidays

For further information on opening hours during exams and vacations, other services, etc, refer to the NTU Library's website.

Art, Design & Media Library Blog

ADM Student Club

The ADM Student Club is comprised of a group of selected individuals who work together to improve life in the School of Art, Design and Media for the general student population – not only academically, but also with regards to extra-curricular activities. Each member of the Club serves a specific purpose, tasked with varying responsibilities that cover each facet of ADM life, may it be social, welfare, among others. Through the fulfillment of these responsibilities, the Club hopes to facilitate change, maintain the quality of the student life in the school, as well as help establish a better reputation for ADM in and out of the NTU campus.

More information on the ADM Student Club can be found at:

https://www.facebook.com/groups/ntu.adm/

Emergency Information

Emergency Assembly Area

In the event of a fire or similar emergency students are to evacuate the school and gather at the Emergency Assembly Area. The Emergency Assembly Area is located in the Turf Area, next to SIMTech Valley car park as indicated in the map below:
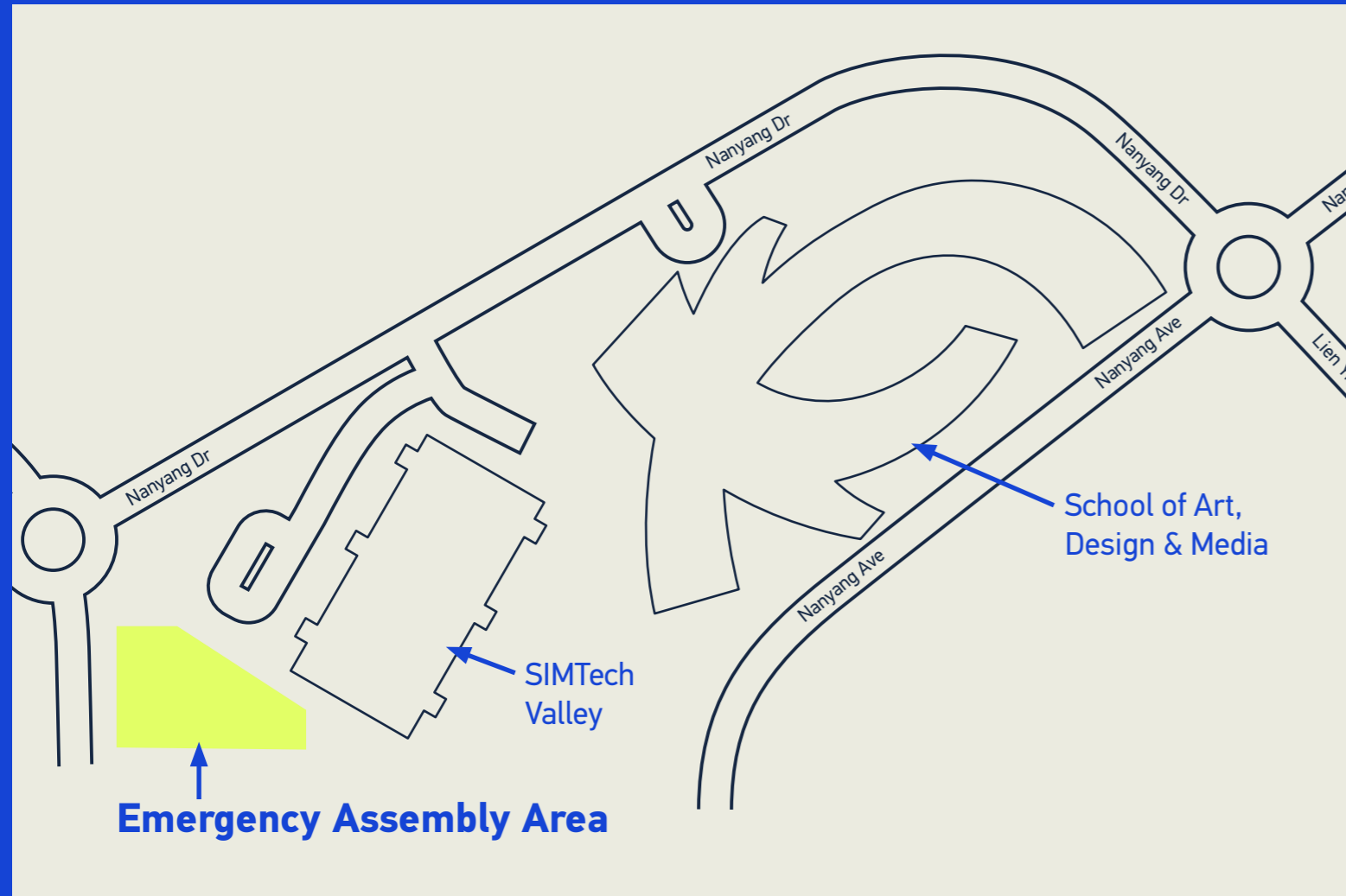
Emergency Contact List

During Office Hours, call ADM General Office at 6790 4828 or 6790 5680.
After Office Hours, call the Fault Report Centre at 6790 4777.

For Student Counselling

Appointment / Emergencies during Office Hours: 6790-4462
After-hours psychological emergency line: 6904-7041
Email: ucc-students@ntu.edu.sg

For Student care and critical first response & support

Crisis Line 1: 9295-1900
Crisis Line 2: 8223-0560
Email: SAOincidentreport@ntu.edu.sg

For Campus Emergencies

24-hr Campus Security: 6790-5200
Email: csdgo@ntu.edu.sg

Name of Organisation	Phone Numbers
Singapore Civil Defence Force	995
Gethin-Jones (NTU Medical Centre)	6793 6974 or 6793 6828
Healthway Medical Group (Clinic near NTU) Blk 690 Jurong West Central 1, #01-193, Singapore 640690*	6792 1812 (Open till Midnight)
Silver Cross Family Clinic (Clinic near NTU) Blk 502 Jurong West Ave 1 #01-803, Singapore 640502	6899 2141 (Open till Midnight)
The Central Clinic & Surgery (Clinic near NTU) Blk 450 Clementi Ave 3, #01-291, Singapore 120450	6773 2925 (Open 24 Hours)
National University Hospital (NUH) Website: http://www.nuh.com.sg	6779 5555 Email: enquiries@nuh.com.sg

Useful Contacts

Department	Person To Contact	Contact Details
IMPORTANT CONTACTS		
Associate Chair (Academic) Associate Prof	Peer M. Sathikh	6514 1058 Email: PEERSATHIKH@ntu.edu.sg
Associate Chair (Students) Senior Lecturer	Ben Slater	6514 1098 Email: BAslater@ntu.edu.sg
Head of Administration, Deputy Director	Lim Pheng Yew	6514 8342 Email: PHENGYEW@ntu.edu.sg
Academic / Exchange & Programmes Asst Director (Undergraduate Programmes)	Julie Lim–Tay Bee Neo	6790 6667 Email: BNLIM@ntu.edu.sg
Internship Senior Lecturer	Angeline Yam Min Yee	6513 8671 Email: ANGELINE_YAM@ntu.edu.sg

Department	Person To Contact	Contact Details
FOUNDATION AREA		
Foundation Drawing	Jesse Thompson	6513 8244 Email: jthompson@ntu.edu.sg
Foundation 2D	Ina Conradi	6513 8055 Email: INACONRADI@ntu.edu.sg
Foundation 3D	Peter Chen	6514 192 Email: PETERCHEN@ntu.edu.sg
Foundation 4D	Christoph Hahnheiser	6513 8246 Email: c.hahnheiser@ntu.edu.sg
Art History (Acting)	Sujatha Meegama	6316 8721 Email: sujathameegama@ntu.edu.sg