WEE KIM WEE SCHOOL OF COMMUNICATION AND INFORMATION
JOURNALISM FINAL-YEAR PROJECTS

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1. Overview

Final Year Project provides students with the opportunity to showcase the abilities and talents you have acquired during your time at WKWSCI. Since its inception, one of the goals of the Wee Kim Wee Final Year Project is for students to complete a project that reaches a wider audience than the school. This document will cover essential information for students pursuing a Journalism final-year project.

1.1. Project Schedule

Submission of group membership and project	**Mar 2022**
Confirmation on supervisor	**Aug 2022**
Updating of FYP portal with tentative project title and description, and supervisor	**Sep 2022** *(An email with instructions will be sent by early September)*
Confirmation of project type, title, description	**Feb 2023** *(No changes are allowed after the stipulated date)*
FYP Submission • Turnitin via NTULearn - Plagiarism Checker • Archival submission to DR-NTU • Project Submission to OneDrive	**Tuesday – Thursday,** **21 to 23 Mar 2023 at 4pm sharp**
Oral Presentation Day	**Tuesday and Wednesday,** **18 and 19 Apr 2023**

2. Project Submission

All FYPs are to be submitted (hardcopy and softcopy) by 4pm on Thursday 24 March 2022. An email with instructions will be sent to you closer to the date of submission.

The front cover of each FYP report and all supporting documents should include the following information:

- COHASS WKWSCI Logo
- Project Title
- Project ID
- Full Names and Matriculation Numbers of all group members
- Name of supervisor and co-supervisor (if any) – you do not need to include moderators' name

Only softcopy submission is required and only one group member per team needs to submit the report. Submit the report through all three channels below:

	Mode of Submission	**Submission Method**
1	Turnitin via NTULearn Plagiarism Checker	A representative of each group is also required to submit the main report through Turnitin at NTULearn. You are not required to submit appendices for this submission.
2	Archival Submission to DR-NTU (Library)	Based on NTU's guidelines, all projects are to submit their work to the digital repository. For groups who wish to embargo the report, you may do so following the instructions found here.
3	Submission to Moderators and Supervisor via OneDrive* **This is not applicable for hardcopy submission projects*	To prepare for the distribution of the links to your supervisors and moderators, a representative from each group is to upload the reports to the group's personalised link and folder.
4	Hardcopy Submission*	You will have to submit three copies of your FYP – one copy for the supervisor and two for moderators. Not all group members have to be present for the submission, but a representative of each group must endorse the submission. Use ring binding with a clear, plastic cover and a card backing and bundle the reports together.

Refer to this simplified checklist for project submission.

Late Submission

The penalty for late submissions is to deduct 5 points per day late; the weekend will count as two days. Groups who submit their media on time and re-submit new copies after the deadline are subject to the late policy.

The late penalty may be waived in the event of serious illness, bereavement, or other events beyond the students 'control. The FYP committee, in consultation with the FYP supervisor, will approve any waivers and set a later deadline.

2.1. Report Requirement and Grading Criteria

Refer to this file for the requirements and grading criteria for your respective project area.

3. Donation, Funding and Conference Support

3.1. WKWSCI Grant

Each group will designate a treasurer who will provide his/her bank details and receive the payment via GIRO in his/her personal account. The treasurer may update the bank account details under "StudentLink > Administrative Matters > Update of Bank Account Number".

All projects will receive a lump sum grant of $300 by December. It is the treasurer's responsibility to disburse the funds to other group members.

3.2. External Funding

The NTU Development Office (DO) works with foundations that donate to the university and they coordinate the donors funds across the university. As such, DO requests that FYP groups refrain from asking the following organisations for support: the Lee Foundation, Lien Foundation, Tan Chin Tuan Foundation, Hong Leong Foundation, Ho Bee Investment, Temasek Foundation, Keppel Corporation and Shaw Foundation.

Should a contract with an external organisation be required, make sure your team and your supervisor are fully aware of the terms and conditions before committing to them. Upon accepting a donation, it is the responsibility of the FYP group to ensure all terms and conditions are met, including the deliverables to the organisation. The school does not enter contracts on behalf of student groups.

If an external donation needs to be credited to the school, refer to the attached document for the process and information required:

- Funds from External Organisation
- Donation – Gift Transmittal WKWSCI FYP Form

3.3. Conference Support

Submission of creative work

FYP students are encouraged to enter their projects into competitions or festivals and then submit receipts for reimbursement, up to a total of $150 total per FYP group for all submission fees.

- Reimbursement claim form for students

Travel assistance

WKWSCI has allocated money to support student travel and participation in academic conferences & film festivals. To be eligible to receive funding from the school, follow these guidelines.

- Student Travel Support
- Conference Leave Form with Financial Support for Undergraduate
- Overseas Film Festival Leave Form with Financial Support for Undergraduate

4. Clearances and Permissions

Everyone wants your FYP to get as wide an audience as possible, and not just to sit on the (virtual) library shelf. So you must get the appropriate clearances and licenses. These include obtaining permission to record, tape or photograph on location and getting performers' authorization to use their performances.

4.1. Location Booking within NTU

For locations in the “Event Venue and Banner Space” booking within the intranet system, please approach the UG team for assistance.

For locations outside of this system, contact the venue owner for more information. The school will be able to provide a letter of support for such bookings, however, the final approval lays with the event owner.

4.2. Forms

The forms have been edited to make them more user-friendly but still include the necessary language to provide you with the rights you need for wider distribution to the public. If you modify the forms, discuss changes with your supervisor to make sure that you aren't limiting your options for distribution.

For groups working on videos:

- Location Permission Form
- Performer’s Clearance Form
- Appearance Release Form
- Producer Warranty

A Producer's Warranty is needed for you to submit your work to festivals or competitions. It declares that you are not infringing upon any 3rd party copyright. Please note that a Producer's Warranty is not a substitute for any of the above clearances or for obtaining copyright permission. It merely declares that you have done so.

4.3. Collaterals

If you wish to put up collaterals within WKWSCI, please refer to these guidelines.

4.4. Copyright

The students hold the copyright any media they produce as part of their FYP, unless they arrange otherwise with their clients or subjects. The copyright text within the projects should clearly indicate this (i.e. © student(s) name, 2022).

However, the students must include a NTU logo and text at the end of their project, on the packaging, and any publicity materials which reads:

"This work was produced as a Final Year Project at the Wee Kim Wee School of Communication and Information, Nanyang Technological University, Singapore"

- School Logo

5. Equipment and In-house Facility Booking

Students may use the School's media equipment and facilities for their Final Year Project via Media Resource Booking System (MRBS). Refer to this file for more information: