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

Essential Information for Video Projects

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1. <u>Project Information</u>

1.1. Information

The FYP Video (Drama or Documentary) is a capstone project demonstrating students' knowledge and expertise attained from their courses and time spent at WKWSCI. More like a thesis film, the project should be the students' own work and will be part of assessing their ability and competency. In terms of exposure, the goal of FYP is to complete a project that reaches a wider audience beyond the school.

Students who produce a Drama or Documentary FYP must have taken at least two relevant production-related courses (i.e., Image & Sound Production, Genre and Narrative Strategies, Broadcast Journalism, Audio in Media, Documentary Production, Narrative Production or Writing for Cinema and TV) and demonstrate that they can make a significant contribution to the project.

The finished film must be of high technical quality, i.e., the video must be shot on industry-quality cameras and edited on machines with high-end resolution.

<u>Group Size & Roles</u>
The group size is strictly four students unless special permission is given for a smaller group of three. It should consist of primary roles: Director, DOP, Editor, Scriptwriter, Location Audio, or Producer. Some of these roles may be doubled up. Students may assume an additional role but are required to retain a primary role within the team.

External personnel or consultants, including alumni, are not permitted to occupy these primary roles. You may use a colour grader and/or a sound designer if needed.

<u>Supervisors you can approach</u>
Dr. Kym **Campbell** | Asst Prof. Kevin **Chew** | Asst Prof. **Chow** Pei Sze |Assoc Prof. (Practice) Ian **Dixon** | Ms. Nikki **Draper** | Mr. Samuel **He** | Mr. Eternality **Tan**

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1.2. FYP Guidelines & Grading Criteria

Your chosen project for your FYP can be either a **Video** or an **Interactive Option**.

VIDEO		INTERACTIVE OPTION	
 • Duration (min. 10 mins, max. 24 mins), • Upload video to VIMEO/YouTube, • A functional URL to the video must be provided in the written report.		 • Average user experience about 15 mins (including any multimedia elements), • Max. 24 mins allowed if the product comprises primarily multimedia, • Website design & interface is assessed, • Project submitted on a hard drive & functional URL to the website must be provided in the written report.	
DRAMA	DOCUMENTARY	DRAMA	DOCUMENTARY
STORY QUALITIES			
• Story originality, relevance & depth of information, • Story logic and flow: narrative/storytelling is compelling, attracting viewers' attention			
	• Appropriateness/contribution of interview subjects to the story.		• Appropriateness/ contribution of interview subjects to the story.
PRODUCTION TECHNIQUE			
• Overall quality of visual storytelling: quality of pictures and sound, which reflects the craft of directing, cinematography, editing & sound design		• Overall quality of visual storytelling: quality of pictures, audio, video, animation, and infographics (if any) and sound design • Website structure, interface design, and user experience.	
LEVEL OR DEGREE OF DIFFICULTY			
• Technical and/or conceptual.			

(Left margin labels: Chosen Project (80%) | Grading Criteria)

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Written Report (10%)	Guidelines	The report aims to provide moderators with insights into and understanding of the group's educational experience creating their FYP. As such, the content of the written report should address the intellectual and conceptual challenges, decisions, and rationale for those choices, as a discussion of and reflection on the consequences of the filmmaker's decisions. ▪ No longer than 10 pages, ▪ Includes cover page & excludes appendix.			
	Contents	▪ Story premise, ▪ Target audience, distribution method, and rationale, ▪ Research of the story, ▪ Philosophy and reason for selecting a particular style and structure, ▪ Analysis of the story development: how the script and storyline developed, problems encountered, and how they were solved in the script, ▪ Discussion of story issues that became evident in the edit and how those were addressed.	▪ Synopsis, ▪ Project statement, ▪ Research literature review, ▪ Production treatment that considers the visual and acoustic concepts related to the creative decisions and their conceptual development, ▪ Philosophy and reason for selecting a particular style and structure, ▪ Discussion of story issues that became evident in the edit and how those were addressed.	▪ Story premise, ▪ Target audience, distribution method, and rationale, ▪ Research of the story, ▪ Philosophy and reason for selecting a particular style and structure, ▪ Analysis of the story development: how the script and storyline developed, problems encountered, and how they were solved in the script, ▪ Discussion of story issues that became evident in the edit and how those were addressed, ▪ A schematic diagram illustrating its structure, story flow, and/or workflow.	▪ Synopsis, ▪ Project statement, ▪ Research literature review, ▪ Production treatment that considers the visual and acoustic concepts related to the creative decisions and their conceptual development, ▪ Philosophy and reason for selecting a particular style and structure, ▪ Discussion of story issues that became evident in the edit and how those were addressed, ▪ A schematic diagram illustrating its structure, story flow, and/or workflow.

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Written Report (10%)	Grading Criteria	Moderators are looking out for and may consider the following criteria: *(The list is not exhaustive and not in order of importance)*			
		- The story premise (synopsis, title, and duration included), - The target audience and distribution method (festival or TV) and rationale, - The research of the story (provide bibliography where appropriate), - The philosophy and reason for selecting a particular style and structure, - Analysis of the story development: how the script and storyline developed, problems encountered and how they were solved in the script, - A discussion of story issues that became evident in the edit and how those were addressed.	- One paragraph Synopsis (include title and duration of the film), - Project statement that includes the purpose or justification for producing the film, - A research literature review (1-2 pages); provide references where appropriate, - The production treatment that considers the visual and acoustic concepts related to the creative decisions and their conceptual development, - The philosophy and reason for selecting a particular style and structure, - A discussion of story issues that became evident in the edit and how those were addressed.	- The story premise (synopsis, title, and duration included), - The target audience and distribution method (festival or TV) and rationale, - The research of the story (provide bibliography where appropriate), - The philosophy and reason for selecting a particular style and structure, - Analysis of the story development: how the script and storyline developed, problems encountered and how they were solved in the script, - A discussion of story issues that became evident in the edit and how those were addressed, - A schematic diagram illustrating its structure, story flow, and/or workflow.	- One paragraph Synopsis (include title and duration of the film), - Project statement that includes the purpose or justification for producing the film, - A research literature review (1-2pages); provide references where appropriate, - The production treatment that considers the visual and acoustic concepts related to the creative decisions and their conceptual development, - The philosophy and reason for selecting a particular style and structure, - A discussion of story issues that became evident in the edit and how those were addressed, - A schematic diagram illustrating its structure, story flow, and/or workflow.
		Insights on and **understanding** of the group's educational experience in creating their FYP, - The written report should **address**: - Intellectual & conceptual challenges, - Decisions & rationale for those choices, - Discussion of & reflection on the consequences of the filmmaker's decision.			

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<table>
<tr><td rowspan="2">Appendix</td><td>Guidelines</td><td colspan="5">Appendix is uploaded separately to Google Drive / Dropbox,
However, you must include a functional URL link to the appendix (for moderators to access) in the written report.</td></tr>
<tr><td>Contents</td><td colspan="5">

Budget statement,
Production schedule,
Production credit list,
Releases for actors and/or interview subjects,
Notice of copyright permission for any non-original material,
Script/transcript of the final product (for video/multimedia elements containing narration and/or actualities),
Interview transcripts, if used,
Shooting script and storyboards, if used,
Location permissions and/or any correspondence pertaining to location permission,
A press kit that contains the following items:

<table>
<tr><th>Production Stills</th><th>Project Fact Sheet</th><th>Project Background Sheet</th><th>Producer's Warranty</th><th>Artwork (Recommended)</th></tr>
<tr><th></th><th colspan="2">(One-page single-spaced 12pt.)</th><th></th><th></th></tr>
<tr>
<td>Caption information (e.g., who is in shot) for each image.</td>
<td>The video fact sheet should include the project's title, TRT, completion date, logline, synopsis, principal crew members, and contact information.
If appropriate, the students can consist of principal cast members.</td>
<td>The project background sheet can include but is not limited to, information about the inspiration for the project, the challenges faced, and what's in the future for the movie and the filmmakers. This information sheet needs to include several direct quotes from the project members about the film; in other words, several comments in quotes attributed to a specific project member.</td>
<td rowspan="2">WKWSCI provides a sample letter that the producer(s) need to download from the website and sign. The students should include the warranty in their FYP report for moderation and archiving.

NOTE: A producer's warranty is not a substitute for obtaining copyright permission and licenses. It is merely a declaration that the producers are not infringing upon any 3rd party's rights or that all material is original.</td>
<td rowspan="2">Special artwork is not a requirement for the FYP report. But where it has already been done, students should include it with their press kit.</td>
</tr>
<tr>
<td></td>
<td colspan="2">You need to include a text which reads:
"This work was produced as a final-year project in the Wee Kim Wee School of Communication and Information, Nanyang Technological University, Singapore."</td>
</tr>
</table>
</td></tr>
</table>

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Oral Presentation (10%)	Guidelines	- Each group should anticipate questions from the panel, which consists of the group's supervisor and two moderators. - Students should be prepared to participate in a Q&A session lasting at most 25 minutes. - Presentations are optional, but if given, they should contain new or additional information not covered in the video or report (at most 5 minutes). - Each group should anticipate questions from the panel, which consists of the group's supervisor and two moderators. - Each member of the group should take turns speaking.
	Grading Criteria	Moderators are looking out for: - Are all members well prepared? - Evidence of critical thinking and evaluation. - The clarity of the presentation (if appropriate).

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2. <u>Information for Video FYPs</u>

2.1. Pre-production & Production

2.1.1. Grants & Funding
<u>WKWSCI Grant</u>

All projects will receive a lump sum grant of $400 by December to their designated treasurer, who is responsible for disbursing the funds to other group members.

The treasurer will provide his/her bank details and receive the payment via his/her personal GIRO account. The treasurer may update the bank account details under "Student Link > Administrative Matters > Update of Bank Account Number".

<u>External Funding</u>

The NTU Development Office (DO) works with foundations that donate to the University and the DO will coordinate the donors' funds across the university. As such, DO requests that FYP groups **refrain** from asking the following organisations for support:

Ho Bee Investment | **Hong Leong Foundation** | **Keppel Corporation** | **Lien Foundation** | **Lee Foundation** | **Shaw Foundation** | **Tan Chin Tuan Foundation** | **Temasek Foundation**

Should a contract with an external organisation be required, make sure your team and supervisor are fully aware of the terms and conditions before committing. 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 organisations. The school does not enter into contracts on behalf of FYP groups.

If an external donation needs to be credited to the school, refer to the attached documents for the process and information required:
- [Gift Processing Procedure and Guidelines](#)
- [Donation Form](#)
- [Donation – Gift Transmittal Collection Form](#)

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2.1.2. Clearances & Permissions

Location Booking within NTU

For locations in the "Event Venue and Banner Space" booking in NTU, do approach the UG team for assistance.

As for locations outside of this system (outside of NTU), 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 lies with the venue owner.

Forms

The forms have been edited to be 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 the changes with your supervisor to make sure that you aren't limiting your options for distribution.

Video FYPs would require:
- Location Permission Form
- Performer's Clearance Form
- Appearance Release Form
- Producer's Warranty

(A Producer's Warranty is needed to be submitted for 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 still declares that you have done so.)

2.1.3. Equipment & In-House Facility Booking

Groups may use NTU WKWSCI's media equipment and facilities for their FYP via the Media Resource Booking System (MRBS).

Refer to this file for more information.

For Overseas projects, if the equipment is not insured, you need to purchase insurance for them. If the equipment belongs to WKWSCI, check with the Tech Team (SCI_support@ntu.edu.sg). If you are renting the equipment, check with the vendors.

2.2. Post-production

2.2.1. Copyright

The group members hold the copyright for any media produced as part of their FYP, unless arranged otherwise with their clients or subjects. The copyright text within the projects should clearly indicate this (i.e., © group member(s) name, 2025).

However, a NTU CoHASS WKWSCI logo and text must be included 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."

NTU WKWSCI also reserves the right to use any of the FYP materials for publicity and outreach purposes.

NOTE: When used on a black background, students are expected to adjust the black level of the logo so that it merges with the background.

2.2.2. Distribution
Collaterals
Refer to these guidelines if you wish to put up collaterals within WKWSCI.

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3. Project Submission

3.1. Submission Details

All Video FYPS are to be submitted (only softcopy is required) by the time and date stated in the schedule under the WKWSCI [FYP website](#). An email with instructions will be sent closer to the date of submission.

Each group is required to upload their video to VIMEO/YouTube and add the link clearly in the FYP report for access. The videos are not to be edited after the official submission.

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

- [COHASS WKWSCI Logo](#)
- Project Title
- Project ID (will be provided in early March)
- Full Names and Matriculation Numbers of all group members
- Name of supervisor and co-supervisor (if any) – you do not need to include the moderator's name.
- *"This work was produced as a Final-Year Project in the Wee Kim Wee School of Communication and Information, Nanyang Technological University Singapore for the Bachelor of Communication Studies."* at the bottom of the cover page.

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Updated: August 2025
This information is only applicable to WKWSCI students.

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Organising your files	- Collate your FYP report in one single file (e.g., include appendices, tables, bibliography etc.) If there are many appendices, submit them as separate files for easy reference. - Convert your documents to unsecured PDF format. - Upload accompanying materials as separate files (e.g., posters, video clips, publications, illustrated features, questionnaires, scripts etc.), preferably in common file formats.	
Naming your files	FYP Reports	**<School code=SCI><FYP project ID>** e.g., SCIYY0XX.pdf Note: School Code=SCI; Your FYP Project ID comprises of 5 numerals (YY0XX):
	For accompanying materials (e.g., posters, video clips, publications, questionnaires, scripts, etc.)	**Append letters "a", "b", "c", etc. after FYP Report file name.** e.g., SCIYY0XX**a**.pdf SCIYY0XX**b**.mp4 SCIYY0XX**c**.mp3

1st & 2nd digit (YY)	3rd digit	4th & 5th digit (XX)
1st two digits in your final academic year e.g., AY**25**/26 (YY=25)	0	Your assigned project ID (provided in early March)

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Only one group member per team needs to submit the report, and through **all four channels** below:

	Channel of Submission	Submission Method
1	Turnitin via NTULearn Plagiarism Checker	Your final submission will be reviewed for plagiarism using the detailed report that the software generates and based on judgment about material the software flags as a match. The software is programmed to ignore material in quotation marks and bibliographic entries. There is no magical percentage of matching content that is allowed. A quick look at the projects submitted so far shows that most have between 0-2% matching material. Though you may submit drafts in Turnitin up until the due date, make sure the last submission is the final version of the report that is also submitted as hard copies. Steps for submission

1	All FYP students will be registered under the "SCI:FYP : SCI-FYP" module in NTULearn. Submit your FYP reports in the AY S2 FYP Submission link which will be made available on the dates stated in the [WKWSCI FYP website]().
2	Save your final report as: **[Project Number]_[Project Title]_[Project Type]** *(E.g., CSYY0XX_XXXXXXXXXXX_Video)*
3	Only one group member is to submit the FYP report through the module.
4	You are **not required to submit appendices** for this submission.
5	For projects like feature writing that can be submitted in text files, submit both the report and the text files (e.g., feature articles)

	Channel of Submission	Submission Method
2	Archival Submission to DR-NTU (Library)	NTU guidelines require all projects to be submitted to the digital repository. Students' works will be stored in the restricted portion of the Repository where access is given to current NTU staff and students. Students who fail to archive their FYP reports on time may not be allowed to graduate. The University retains the right to use your archived final-year project within NTU guidelines.

One group member is to submit the FYP report & appendices with soft copies of creative works such as posters, videos, etc.

Steps for submission

1	Go to https://dr.ntu.edu.sg/
2	Click on the deposit button to sign in using your student network account username (omit "@ntu.edu.sg" or domain "student\")
3	Choose the collection: "WKWSCI Student Reports (FYP/IA/PA/PI/CA)"
4	Follow the instructions on the screen and enter all the necessary information.
5	You will be instructed to upload your file(s).

Important notes
- **Personal Information.** Students are to ensure all materials uploaded to DR-NTU comply with the Personal Data Protection Act (PDPA). Personal data such as NRIC, Address, Contact Numbers, etc., should be removed.
- **Confidential materials.** FYP reports considered by the School to be confidential (e.g. those that contain proprietary or sensitive information of collaborating parties) can be exempted from submission. In such cases, the FYP Supervisor will need to inform the library of the details.
- **Embargo.** For groups who wish to embargo their report, you may follow the instructions found here.
- **Big file sizes.** If your file size is above 512MB or you are unable to submit via DR-NTU due to heavy network traffic, you may submit your file in a thumb drive or portable hard-disk drive at the Service Desk in the Communication & Information Library during office hours, throughout the FYP submission dates.
- **File types.** Please save your file (e.g., photo journal, video, audio, etc.) in common multimedia formats (e.g., JPG, MP4).
- For more information on the submission guidelines, refer to: https://libguides.ntu.edu.sg/c.php?g=926884&p=6695137
- Direct your questions on DR-NTU to library@ntu.edu.sg

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3	Submission to Moderators and Supervisor via OneDrive	One group member is to upload the report to the group's personalised link and folder. **Access to the folder will cease at 4 pm sharp.** Steps for submission

1	Go to the personalised link that was shared to you.
2	Click on the link to sign in using your student network account username (omit "@ntu.edu.sg" or domain "student\")
3	Upload your report to the specific folder that was shared to you.
4	Close the window once you have uploaded the file
5	Send an email to ask_WKWSCI@ntu.edu.sg to inform that you have uploaded the report. Your subject title should be your project no. only, e.g., **CS/YY/XXX**

4	Video Archival Submission to Tech Team	One group member is to submit videos & documents to the Tech Team (B1-08) with the completed checklist below.

3.2. 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 resubmit 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.

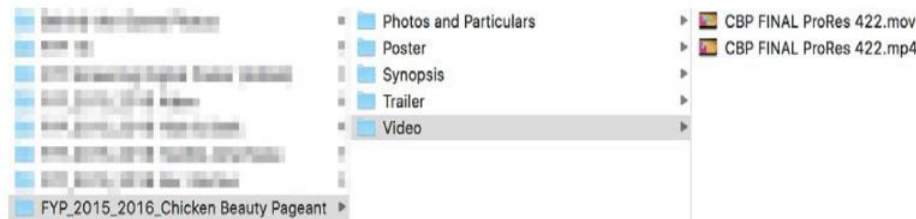# WEE KIM WEE SCHOOL OF COMMUNICATION AND INFORMATION
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FYP Video Archival Submission to WKWSCI Tech Team
(Each group is required to print/email this checklist for the submission to Tech Team)

Step 1: Request SANmp Account All FYP video groups are required to request a SANmp account from the WKWSCI Tech Team (B1-08) for your project's online archival submission.				Tick if completed
Email request/request in person for SANmp Account from the WKWSCI Tech Team (B1-08). SANmp Username:				
Step 2: Ensure that you have prepared the documents below prior to submit the videos and documents via SANmp				
S/No	Documents for SANmp Submission	Format	Requirements	Tick if completed
1	Video	HD/2K	Format (QuickTime)	Apple ProRes 422 (HQ); 1920 x 1080 / 2048 x 1080 @24p/25p/30p (.mov)	
			MPEG-4 Format (H.264)	1920 x 1080 / 2084 x1080 (.mp4)	
			Audio	Stereo mixed / AC3 @48 Hz Dolby Atmos mixed. mp4, ADM BWAV @48Hz	
		4K Video Only for groups who are editing 4K video content	Format (QuickTime)	Apple ProRes 422; 3840 x 2160 @ 24p/25p/30p (.mov)	
			Format (H.264)	3840 x 2160 (.mp4)	
			Audio	Stereo mixed /AC3 @48Hz Dolby Atmos mixed. mp4, ADM BWAV @48Hz	
2	Synopsis		Format	Word Document (.doc/.docx)	
3	Photos and Group Members' Particulars		Group Photo	x 1 (JPEG)	
			Behind-the-Scenes Photo	x 3 (JPEG)	
			Required Particulars (.doc/.docx)	1. Names 2. Personal e-mail address 3. Contact Number 4. Camera used in the project	
4	Trailer (Recommended – to be submitted in person or via email with SANmp path location MRBS31@ntu.edu.sg latest by Friday 30 April 2026)		Format	Apple Pro Res 422 (HQ) 1920 x 1080 24p/25p/30p (.mov)	
			Audio	Stereo 48Hz	
			Duration	60 seconds	
5	Project Poster		Resolution	420mm x 594mm, 300dpi	

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		Orientation	Portrait	
	(Recommended – to be submitted in person or via email with SANmp path location MRBS31@ntu.edu.sg latest by Friday, 30 April 2026)	Format	1. PDF 2. JPEG	
6	Royalty/Copyrights issue (if applicable)		Notify WKWSCI Tech Team in Word Document should there be any royalty issues in the video	
Step 3: To upload the videos and documents via SANmp				Tick if completed
1	Create a folder in your SANmp account			
2	Name it to FYP_YYYY_Project_Title (see image below) with all the subfolders 			
3	Place all items into the respective subfolders and this completes the online submission to the WKWSCI Tech Team			
Step 4: Students are required to meet the WKWSCI Tech Team in person on the last day of the FYP submission date, not later than 4:00 pm at B1-08.				Tick if completed
1	WKWSCI Tech Team staff will verify that all videos and documents are submitted according to the item in the SANmp account			
2	Students are required to sign the Sign-out form to confirm that all items have been submitted			
Optional: If editing is required for the video after the oral presentation, students are allowed to submit the edited video to the WKWSCI Tech Team not later than Friday 30 April 2026.				

Important Note:
This archival submission to the WKWSCI Tech Team is only applicable to FYP Video Groups only. All submitted videos and documents will be extracted from the SANmp account on the submission date to the Tech Team's Office.
Enquiries:
For enquiries on the FYP Archival Submission (Tech Team), please contact the following: Email: MRBS31@ntu.edu.sg Phone: 6790 4183 / 6790 5939 Visit us at: WKWSCI Tech Team's Office (B1-08)

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All items received: Yes / No

If no, please state reason(s):

Submitted by: Received by:

Name / Signature   Name / Signature