

<b>Submit Your FYP Report to DR-NTU .....</b>	<b>1</b>
<b>Submit Your Thesis to DR-NTU .....</b>	<b>3</b>
Graduate students: Masters by Coursework Programmes only .....	3
Graduate students: PhD and Masters by Research only .....	5

## Submit Your FYP Report to DR-NTU

### Before submission, please note that:

1. It is your responsibility for the quality, validity and authenticity of the submitted materials.
2. The copyright of your FYP report is not transferred to NTU Library. You shall own the copyright of your FYP report subject to any commitments under any grant or agreement with external parties. You shall grant to the library a royalty-free permission to use, publish, reproduce or distribute the report worldwide, in whole or in part and in whatever form, electronic or otherwise.
3. To comply with the Personal Data Protection Act (PDPA), please remove all the personal data such as NRIC, Address, Contact Numbers, etc., from your FYP report before the submission.
4. Once being submitted to DR-NTU, the bibliographic information of your FYP report will be searchable by public domain like Google, but the full text will only be viewable and downloadable by the NTU community.
5. If the content of your FYP report is pending for publishing or patent application, an embargo period can be set during the submission. Please get your supervisor's approval before you set embargo.
6. If the proprietary nature of your FYP report content forbids its publication and dissemination, you can seek an exemption from depositing of the full text to DR-NTU. Please get your supervisor or school administrator to send the request to the Library at: [spi@ntu.edu.sg](mailto:spi@ntu.edu.sg).

### NTU Library

Office of Information, Knowledge and Library Services

## When to submit:

Submit the final version of your Final Year Project (FYP) report to **DR-NTU (Restricted Access)** directly once it is approved by your academic supervisor. For the actual deadline for submission, please refer to the guidelines from your school.

## How to prepare your document for submission:

1. Ensure the following details are provided on the title page of your report:
  - A. Title
  - B. Name of Author
  - C. Degree
  - D. Name of Supervisor
  - E. Name of School
2. Combine your report as one single file (e.g. put appendices, tables, bibliography, etc., together and not as separate items).
3. Convert the full text of the report to **unsecured PDF** format.
4. Save accompanying materials (e.g. photo journal, video, audio, etc.) in common multimedia formats (e.g. JPG, MP4) and upload as separate files. Please keep each file **below 100MB**. If you have a file that is larger than 100MB, split up the file into a few smaller files.

## How to submit

- 1) [Login](#) to DR-NTU using your student network account.
- 2) Click on Submissions to start a new submission.
- 3) Select the corresponding collection under your school.
- 4) Follow the online instructions to complete the required fields of the submission form.
- 5) Attach the report in PDF format.
- 6) You will be required to grant NTU Library a Non-exclusive Distribution License upon submission.

# Submit Your Thesis to DR-NTU

## Graduate students: Masters by Coursework Programmes only

### Before submission, please note that:

1. It is your responsibility for the quality, validity and authenticity of the submitted materials.
2. The copyright of your thesis is not transferred to NTU Library. You shall own the copyright of your thesis subject to any commitments under any grant or agreement with external parties. You shall grant to the library a royalty-free permission to use, publish, reproduce or distribute the report worldwide, in whole or in part and in whatever form, electronic or otherwise.
3. Once being submitted to DR-NTU, your thesis metadata will be searchable by public domain like Google, but the full text of your thesis will only be viewable and downloadable by the NTU community.
4. To comply with the Personal Data Protection Act (PDPA), please remove all the personal data such as NRIC, Address, Contact Numbers, etc., from your thesis before the submission.
5. If your thesis is pending for publishing or patent application, an embargo period can be set by the author during the submission. Please get your supervisor's approval before you set embargo.
6. If the proprietary nature of your thesis content forbids its publication and dissemination, you can seek an exemption from depositing of the full text to DR-NTU. Please get your supervisor or school administrator to send the request to the Library at: [spi@ntu.edu.sg](mailto:spi@ntu.edu.sg).

### When to submit:

Submit the final version of your thesis to **DR-NTU (Restricted Access)** directly once it is approved by your supervisor. For the actual deadline for submission, please refer to the guidelines from your school.

## How to prepare your document for submission:

1. Ensure the following details are provided in your thesis:
  - A. Title
  - B. Name of Author
  - C. Degree
  - D. Name of Supervisor
  - E. Name of School
2. Combine your thesis as one single file (e.g. put appendices, tables, bibliography, etc., together and not as separate items).
3. Convert the full text of the thesis to **unsecured PDF** format.
4. Save accompanying materials (e.g. photo journal, video, audio, etc.) in common multimedia formats (e.g. JPG, MP4) and upload as separate files. Please keep each file **below 100MB**. If you have a file that is larger than 100MB, split up the file into a few smaller files.

## How to submit

- 1) [Login](#) to DR-NTU using your student network account
- 2) Click on Submissions to start a new submission.
- 3) Choose the appropriate collection, e.g. SoH theses.
- 4) Follow the online instructions to complete the required fields of the submission form.
- 5) Attach the full text of your thesis in PDF format.
- 6) You will be required to grant NTU Library a Non-exclusive Distribution License upon submission

# Graduate students: PhD and Masters by Research only

## Before submission, please note that:

1. It is your responsibility for the quality, validity and authenticity of the submitted materials.
2. The copyright of your thesis is not transferred to NTU Library. You shall own the copyright of your thesis subject to any commitments under any grant or agreement with external parties. You shall grant to the library a royalty-free permission to use, publish, reproduce or distribute the report worldwide, in whole or in part and in whatever form, electronic or otherwise.
3. By depositing your thesis in DR-NTU, your thesis and its metadata will be searchable and downloadable by public domain like Google and Google Scholar once it is approved by the Library.
4. To comply with the Personal Data Protection Act (PDPA), please remove all the personal data such as NRIC, Address, Contact Numbers, etc., from your thesis before the submission.
5. If your thesis is pending for publishing or patent application, an embargo period can be set by the author during the submission. Please get your supervisor's approval before you set embargo.
6. If the proprietary nature of your thesis content forbids its publication and dissemination, you can seek an exemption from depositing of the full text to DR-NTU. Please get your supervisor or school administrator to send the request to the Library at: [spi@ntu.edu.sg](mailto:spi@ntu.edu.sg).

## When to submit:

Submit the final version of your thesis to **DR-NTU (Open Access)** directly once it is approved by your academic supervisor. For the actual deadline for submission, please refer to the guidelines from your school or Office of Academic Services.

## How to prepare your document for submission:

1. Please provide the following information in your thesis:
  - A. Title
  - B. Name of Author

- C. Degree
  - D. Name of Supervisor
  - E. Name of School
2. Follow the instructions on [this page](#) to ensure the format of the thesis is prepared as requested.
  3. Combine your thesis as one single file (e.g. put appendices, tables, bibliography, etc., together and not as separate items).
  4. Convert the full text of the thesis to **unsecured PDF** format.
  5. Save accompanying materials (e.g. photo journal, video, audio, etc.) in common multimedia formats (e.g. JPG, MP4) and upload as separate files. Please keep each file **below 100MB**. If you have a file that is larger than 100MB, split up the file into a few smaller files.

## How to submit

- 1) [Login](#) to DR-NTU using your student network account
- 2) Click on Submissions to start a new submission.
- 3) Choose the appropriate collection, e.g. Theses and Dissertations (Doctor of Philosophy)
- 4) Follow the online instructions to complete the required fields of the submission form.
- 5) Attach the full text of your thesis in PDF format.
- 6) You will be required to grant NTU Library a Non-exclusive Distribution License upon submission.