Freshmen Guide to
School of Art, Design and Media
College of Humanities, Arts and Social Sciences
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’s 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.
Faculty of ADM

ADM Chair
Professor Michael John Kirk Walsh

Associate Chair (Academic)
Assoc Prof Peer M Sathikhi

Associate Chair (Graduate Education)
Assoc Prof Chul Heo

Associate Chair (Research)
Assoc Prof Hans-Martin Rall

Associate Chair (Student)
Snr Lecturer Ben Slater

Associate Chair (Faculty)
Assoc Prof Wong Chen-Hsi

Associate Chair (Student)
Snr Lecturer Ben Slater

Lecturer Ang Song Nian
Snr Lecturer Angeline Yam Min Yee
Assoc Prof Benjamin Seide
Asst Prof Bernhard Johannes Schmitt
Assoc Prof Chalit Kongsuwan
Assoc Prof Christoph Hahnheiser
Assoc Prof Cindy Wang I-Hsuan
Assoc Prof Danne Ojeda Hernandez
Asst Prof Davide Benvenuti
Lecturer Desmond Pang Hee Wee
Asst Prof Djordje Arambasic
Asst Prof Elke Reinhuber
Asst Prof Gray Francis Hodgkinson
Asst Prof Galina Mihaleva
Asst Prof Ina Conradi Chavex
Asst Prof Inanc Zeliha Gul
Lecturer Jeffrey Hong Yan Jack
Lecturer Joan Marie Kelly
Lecturer Kristy H.A. Kang
Asst Prof Laura Miotto

Asst Prof Lisa Winstanley
Asst Prof Louis-Philippe Demers
Asst Prof Michelle Lim
Asst Prof Marc Gloede
Assoc Prof Nicole Midori Woodford
Lecturer Candice Ng Ee Ching
Assoc Prof Ng Woon Lam
Assoc Prof Oh Soon-Hwa
Asst Prof Peter Chen Chia Mien
Asst Prof Ross Adrian Williams

Asst Prof Sujatha Arundathi Meegama
Professor Ute Meta Bauer
Professor Vibeke Sorensen
Asst Prof Yin Ker

Visiting Faculty
Assoc Prof Dejan Grba
Assoc Prof Thomas Paul Thesen

For faculty’s directory, click here
The Academic Calendar 2020/21

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.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Week 1 - 7</td>
<td>10 Aug'20</td>
<td>25 Sep'20</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Recess Week</td>
<td>28 Sep'20</td>
<td>02 Sep'20</td>
<td>1 week</td>
</tr>
<tr>
<td>Teaching Week 8 - 13</td>
<td>05 Oct'20</td>
<td>13 Nov'20</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>16 Nov'20</td>
<td>04 Dec'20</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>07 Dec'20</td>
<td>10 Jan'21</td>
<td>5 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Week 1 - 7</td>
<td>11 Jan'21</td>
<td>26 Feb'21</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Recess Week</td>
<td>01 Mar'21</td>
<td>05 Mar'21</td>
<td>1 week</td>
</tr>
<tr>
<td>Teaching Week 8 - 13</td>
<td>08 Mar'21</td>
<td>16 Apr'21</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>19 Apr'21</td>
<td>07 May'21</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>10 May'21</td>
<td>06 Aug'21</td>
<td>13 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special term I</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Week 1 - 5</td>
<td>10 May'21</td>
<td>11 Jun'21</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>14 Jun'21</td>
<td>18 Jun'21</td>
<td>1 week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special term II</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Week 1 - 5</td>
<td>21 Jun'21</td>
<td>23 Jul'21</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>26 Jul'21</td>
<td>30 Jul'21</td>
<td>1 week</td>
</tr>
</tbody>
</table>

Attachment & Internship

Please refer to the Schedule for Attachment & Internship Programmes.
### Schedule of Key Academic Activities

<table>
<thead>
<tr>
<th>Event</th>
<th>Semester One</th>
<th>Semester Two</th>
<th>Special Term I</th>
<th>Special Term II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of Course Registration Schedule</td>
<td>End Apr</td>
<td>End Oct</td>
<td>Mid Mar</td>
<td>Mid Mar</td>
</tr>
<tr>
<td>Release of Class Schedule</td>
<td>End May</td>
<td>End Nov</td>
<td>Mid Mar</td>
<td>Mid Mar</td>
</tr>
<tr>
<td>Course Registration Period</td>
<td>End Jun - Early Jul</td>
<td>Dec</td>
<td>End Mar</td>
<td>End Mar</td>
</tr>
<tr>
<td>Release of GERPE/UE Allocation Results</td>
<td>Early Aug</td>
<td>Early Jan</td>
<td>Early Apr</td>
<td>Early Apr</td>
</tr>
<tr>
<td>Add/Drop Period (F/T)</td>
<td>Teaching Week 1 &amp; 2</td>
<td></td>
<td>Mid Apr</td>
<td></td>
</tr>
<tr>
<td>Add/Drop Period (P/T)</td>
<td>Teaching Week 1</td>
<td></td>
<td>Mid Apr</td>
<td></td>
</tr>
<tr>
<td>Declaration Period for S/U Option</td>
<td>From recess week 2</td>
<td>From Special Term 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filing Period for Award of Minor</td>
<td>2 working days</td>
<td>2 working days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examinations</td>
<td>End May</td>
<td>End Nov</td>
<td>Mid Mar</td>
<td>Mid Mar</td>
</tr>
<tr>
<td>Release of Examination Timetable</td>
<td>Schedules vary by</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule for Registration of Calculators</td>
<td>programme. Please</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release of Examination Seating Arrangements</td>
<td>check details at</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expected Release of Examination Results*</td>
<td>2 weeks before</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review of Examination Results</td>
<td>start of examination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>End Dec/Early Jan</td>
<td>End May/Early Jun</td>
<td>Early Jul</td>
<td>Mid Aug</td>
</tr>
<tr>
<td></td>
<td>All applications</td>
<td>for review of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for examination</td>
<td>examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>results must be</td>
<td>within 1 week</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>submitted through</td>
<td>from the date of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>StudentLink within</td>
<td>release of</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 week</td>
<td>examination</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>ICT Call-up Period</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>07 Dec&lt;sup&gt;20&lt;/sup&gt;</td>
<td>07 Jun</td>
</tr>
<tr>
<td>2nd and 3rd</td>
<td>21 Jun</td>
<td>01 Jul&lt;sup&gt;20&lt;/sup&gt;</td>
</tr>
<tr>
<td>Duration</td>
<td>4 weeks</td>
<td>6 or 8 weeks</td>
</tr>
</tbody>
</table>

**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, 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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DN1001</td>
<td>Foundation Drawing: Practice of drawing and visualisation</td>
</tr>
<tr>
<td>DN1002</td>
<td>Foundation 2D: Understanding and application of two-dimensional design principles</td>
</tr>
<tr>
<td>DN1003</td>
<td>Foundation 3D: Understanding of form and spatial awareness</td>
</tr>
<tr>
<td>DN1004</td>
<td>Foundation 4D: Arts of sequential storytelling and communication</td>
</tr>
<tr>
<td>DD1003</td>
<td>Introduction to the Histories of Art I: Western Art History</td>
</tr>
<tr>
<td>DD0000</td>
<td>Writing Narratives for Creative Media</td>
</tr>
<tr>
<td>HW0209</td>
<td>Academic Communication in the Art, Design and Media Studies</td>
</tr>
</tbody>
</table>

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
Selection of Major 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.

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.
Foundation

Year 1

Semester 2

- DN1009 Graphic Form
- DN1010 Experimental Interaction
- DN1011 Form and Visualisation
- DD1000 Writing Narratives for Creative Media
- HW2020 Academic Communication in the Arts, Design and Media Studies

Specialise Your Path

Year 2

Semester 1

Interaction

- DM2000 Interactive I
- DM2007 Interactive II

- DD3016 History of Design

Product Design

- DR2001 Product Design I
- DR2004 Product Design II

- DD2008 Survey of Modern Art 1900 - 1945
- DD3012 Art in the Age of Colonialism
- DD3010 Issues in Global Contemporary Art
- DD3014 Introduction to Museum Studies
- DD3009 Survey of New Media

Visual Communication

- DV2001 Viscom Communication I
- DV2004 Typograpy II

Compulsory Major

Studio PE

- DM2000 Interactive I
- DM2007 Interactive II

Area Specific

History Major PE

- DD3008 Faith and Art
- DD3010 Visualisation of Cultural Heritage
- DD3012 Contemporary Curating
- DD2000 Introduction to the Histories of Southeast Asian Art

Compulsory

Art History III

Major PE

- DD3008 Faith and Art
- DD3010 Visualisation of Cultural Heritage
- DD3012 Contemporary Curating
- DD2000 Introduction to the Histories of Southeast Asian Art

Choose One Only

- DD3008 Faith and Art
- DD3010 Visualisation of Cultural Heritage
- DD3012 Contemporary Curating
- DD2000 Introduction to the Histories of Southeast Asian Art

Choose one only
**Year 3**

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).

### Semester 1

<table>
<thead>
<tr>
<th>Compulsory PE</th>
<th>Interaction</th>
<th>Product Design</th>
<th>Visual Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM3014</td>
<td>Interactive Devices</td>
<td>DR3004 Product Design III</td>
<td>DV3010 Visual Communication III</td>
</tr>
<tr>
<td>DM3013</td>
<td>Interactive Spaces</td>
<td>DR3007 Studies in Form</td>
<td>DV3011 Typography III</td>
</tr>
</tbody>
</table>

### Semester 2

<table>
<thead>
<tr>
<th>Compulsory PE</th>
<th>Interaction</th>
<th>Product Design</th>
<th>Visual Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>DM3010</td>
<td>Project Development and Planning</td>
<td>DR3005 Product Design IV</td>
<td>DV3008 Visual Communication IV</td>
</tr>
<tr>
<td>DM3015</td>
<td>Interactive Environments</td>
<td>DR3008 Advanced Development &amp; Prototyping</td>
<td>DV3012 Production for Graphic Design</td>
</tr>
</tbody>
</table>

**Year 4**

**Cores**

| Final Year Project - Design Art (DD4004) |

**Compulsory Seminar**

| Interdisciplinary Seminar (Design Art) (DM4006) |

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.
Foundation

Year 1

Semester 2

DN1014 Visual Storytelling
DN1014 Drawing for Animation
DN1013 Concepts of Digital Imaging
DN1015 Practical Digital Filmmaking
DD1004 Introduction to Histories of Art II
DD1000 Writing Narratives for Creative Media
HW0209 Academic Communication in the Arts, Design and Media Studies

Specialise Your Path

Year 2

Semester 1

Compulsory Major
Studio PE

Animation*
DT2005 3D Production
DT2003 Basic Principles of Motion
DT2001 Aesthetics of Animation
DT2001 Sound for Film
DT2001 Writing For Film
DT2001 3D Character Animation
DT2001 Digital Filmmaking I
DT2001 Film Editing

Filmmaking
DF2001 Digital Film Production I
DF2001 Writing For Film
DF2001 Sound for Film
DF2001 History of World Cinema

Game
DT2002 Game Design I
DT2001 Animation for Games I
DT2001 Animation for Games II

Photography
DP2001 Digital Photography
DP2005 Principles of Lighting

Area Specific
History Major PE

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

Semester 2

Compulsory Major
Studio PE

Compulsory Art History 3
Major PE

Animation*
DT2006 3D Character Animation
DT2010 Digital Compositing
DT2001 Animation for Games II

Filmmaking
DF2002 Cinematography I
DF2001 Film Editing

Game
DT3014 Game Design II
DT3019 Animation for Games II

Photography
DP2005 Photography: Colour & Context
DP2005 Photography: Light & Location

Area Specific
History Major PE

DD8008 Faith and Art
DD8010 Visualisation of Cultural Heritage
DD8012 Contemporary Curating
DD2000 Introduction to the Histories of Southeast Asian Art

DD8008 Survey of Modern Art 1900 - 1945
DD8012 Art in the Age of Colonialism
DD8010 Issues in Global Contemporary Art
DD7014 Introduction to Museum Studies
DD2009 Survey of New Media
### Year 3

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).

#### Semester 1

<table>
<thead>
<tr>
<th>Compulsory PE</th>
<th>Animation</th>
<th>Filmmaking</th>
<th>Game</th>
<th>Photography</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT3013 Animation Seminar or DT3010 Visual Effect I</td>
<td>DT3012 Film Directing</td>
<td>DM2008 Programming for Interaction</td>
<td>DP3000 Photographic Media &amp; Presentation</td>
<td></td>
</tr>
<tr>
<td>DT2011 Stop Motion</td>
<td>DT3013 Producing for Film &amp; Media</td>
<td>DT3017 Game Seminar</td>
<td>DP3010 Moving Image for Media Artists</td>
<td></td>
</tr>
</tbody>
</table>

#### Semester 2

<table>
<thead>
<tr>
<th>Compulsory PE</th>
<th>Animation</th>
<th>Filmmaking</th>
<th>Game</th>
<th>Photography</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT3008 Research &amp; Visual Development</td>
<td>DT3004 Digital Film Production II</td>
<td>DT3016 Game Jam</td>
<td>DP4001 Extended Photography</td>
<td></td>
</tr>
<tr>
<td>DT3011 Visual Effects II or DT3012 Acting for Animation</td>
<td>DT3010 Game Jam</td>
<td>DT3008 Research &amp; Visual Development</td>
<td>DP3011 Documentary Practices</td>
<td></td>
</tr>
</tbody>
</table>

#### Year 4

<table>
<thead>
<tr>
<th>Cores</th>
<th>Compulsory Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD4003 Final Year Project - Media Art</td>
<td>DD4005 Interdisciplinary Seminar (Media Art)</td>
</tr>
</tbody>
</table>

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.
## Electives offered by ADM

Modules are open to all students of BFA Design Art and BFA Media Art allowing you to freely choose between those modules that are offered by ADM for that semester.

### Product Design

- **DR3000 Sustainable Product Design**
- **DR2011 Human Factors in Design**
- **Interaction and Products**
- **DR3002 Computer Aided Design II**
- **DR2013 Furniture Design I**
- **DR2015 Furniture Design II**
- **DR2002 Contemporary Issues in Product Design**
- **DR2014 Wearable Technology, Fashion and Design**
- **DR2012 Materials, Manufacturing & Technology for Design**

### Visual Communication

- **DV2002 Illustration for Designers**
- **DV2006 Designed Experiences**
- **DV2008 Interface Design**
- **DV2009 Design in Motion**
- **DV2002 Editorial Design**
- **DV2003 Spatial Design**
- **DV3005 Creative Brand Design**
- **DV3007 Contemporary Issues in Visual Communication**
- **Experimental Layout**

### Interaction

- **DM2002 Sound Art**
- **Scenography & Exhibition Design**
- **DM2009 Performance & Interaction**
- **DM2009 Programming for Audio Visual Performance**
- **DM2011 Issues in Interactive Media Practice**

### Animation

- **DT3004 Rigging For Animation**
- **DT3015 Advanced 3D Production**
- **DT3009 Cinematic Concepts & Motion Capture Apps.**
- **DT3000 Advanced Drawn Animation**
- **DT2017 Writing for Animation**
- **DT2005 Lighting and Rendering Pipeline**

### Photography

- **DP3004 Critical Eye: Seeing & Understanding in Photo Media**
- **DP2008 Experimental Photography**
- **DP3008 Location Experiences in Photography**
- **DP3003 Narrative Portrait**
- **Screened Photography**

### Filmaking

- **DF3005 Audio Post Production for Film**
- **DF3005 Cinematography II**
- **DF3001 Cinematography for Visual Effects**
- **DF3010 Experimental Film Production**
- **DF3006 Research Perspective in Film Practice**
- **DP9001 The Art of Lighting**
- **DF2005 Writing For Film**

### 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**

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## Courses Classification

### Major Requirements - Specific to ADM students only

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Function</th>
<th>AUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>These serve the 1st Year needs of all majors. All ADM students share the same Foundation courses in the first semester.</td>
<td>12</td>
</tr>
<tr>
<td>Area Specific Foundation</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Foundation Art History</td>
<td>Core History delivers an introductory survey of this history from an Asian and Western perspective</td>
<td>6</td>
</tr>
<tr>
<td>Professional Attachment</td>
<td>(10 weeks during May-Jul in Year 3)</td>
<td>5</td>
</tr>
<tr>
<td>Final Year Project</td>
<td>The Final Year forms the basis of a year long (FYP) graduation project and marks your entry to the professional world.</td>
<td>9</td>
</tr>
<tr>
<td>Interdisciplinary Seminar</td>
<td>Led by an ADM instructor, practising artists and designers to give talks and share their knowledge, views and insights.</td>
<td>3</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td></td>
<td>80</td>
</tr>
</tbody>
</table>

### Unrestricted Electives - From Anywhere within NTU

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Function</th>
<th>AUs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GER Unrestricted Electives</strong></td>
<td>Electives taken from any school within NTU (including ADM)</td>
<td>24</td>
</tr>
<tr>
<td><strong>GER Prescribed Electives</strong></td>
<td>You may choose from a range of courses which satisfy the criteria. They are usually lecture based.</td>
<td>24</td>
</tr>
</tbody>
</table>

### General Education Requirement - From outside of ADM disciplines

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Function</th>
<th>Sub-type</th>
<th>AUs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GER Core</strong></td>
<td>These are a prescribed and timetabled part of your education. They are usually lecture based.</td>
<td>Communication Skills, Singapore Studies, Career Course, Environmental Sustainability, Ethics and Moral Reasoning, Enterprise and Innovation, Digital Literacy</td>
<td>5</td>
</tr>
<tr>
<td><strong>GER Prescribed Electives</strong></td>
<td>You may choose from a range of courses which satisfy the criteria. They are usually lecture based.</td>
<td>Liberal Arts (LA), Business and Management (BM), Any two courses from LA, BM and Science, Technological &amp; Society (STS)</td>
<td>6</td>
</tr>
</tbody>
</table>

| **Sub-total**                      |                                                                         |                                                                         | 54  |
| **Total**                          |                                                                         |                                                                         | 134 |

*Please note that ADM courses may not be used to fulfill the GERPE (LA) component.

For more information on course descriptions, please refer to this link: [Undergraduate Degree Course Content](#)
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:

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). This applies to students admitted in AY2013 onwards.

Minor In Photography

The Minor in Photography in NTU 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.

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:

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.
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 don’t require written examinations. However, group review of course work projects often occurs 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D-</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Point</td>
<td>5.0</td>
<td>5.0</td>
<td>4.5</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>1.5</td>
<td>1.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Non-Letter Grade</th>
<th>S</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Point</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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

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:

\[
\frac{\text{Grade Point} \times \text{AU for Course 1} + \text{Grade Point} \times \text{AU for Course X} + \ldots}{\text{Total AU attempted in all the semesters so far}}
\]
Graduation Requirements

Graduation and Residential Requirements

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

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

<table>
<thead>
<tr>
<th>Minimum Years Of Study At NTU</th>
<th>Minimum AUs Of Graded Courses Obtained From NTU</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Academic Years</td>
<td>69 AUs</td>
</tr>
</tbody>
</table>

Satisfactory Academic Standing

Criteria for Satisfactory Academic Standing in any given semester are:

- Maintaining a minimum CGPA of 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**

Effective from AY2014-15, 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 this link: [Freshmen GPA Exemption](#)

**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.

Effective from AY2011-12, 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.
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**

- Only those with tertiary study and a significant portfolio are eligible for advanced standing.
- Evaluation of AUs transferred is based on courses passed with at least a grade B or better.
- 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.
- Determination is on a cases by case basis, and subject to endorsement by Associate Chair, Academic and approval by Chair, ADM.
- Advanced standing is formalised within the first year of matriculation.
- 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.
- University students (Singapore & International) receive GER credits transferred as per University policies (recommended by Associate Chair, Academic).
- University students (Singapore & International) may receive waivers on first year courses and major core course 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

1. 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.

2. For Compulsory Studio Course, the Area Coordinator will evaluate the portfolio submitted and give their recommendation.

3. Associate Chair, Academic will transfer the GER CORE, Major/GER Prescribed Electives and Unrestricted Electives and submit the recommendation to the Chair for approval.

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

Maximum Amount of Academic Units Transferable through Advanced Standing

<table>
<thead>
<tr>
<th>Subject Type</th>
<th>AUs</th>
<th>Max AUs Transferable</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements (GERs) and Unrestricted Elective</td>
<td>54 AUs</td>
<td>9 AUs</td>
</tr>
<tr>
<td>Core &amp; Compulsory Major Prescribed Electives</td>
<td>74 AUs</td>
<td>3 AUs in Compulsory Major Prescribed Studio Electives (Portfolio to be submitted)</td>
</tr>
<tr>
<td>Other Major Prescribed Electives</td>
<td>6 AUs</td>
<td>Determined on case by case basis</td>
</tr>
</tbody>
</table>

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.

For application, please submit this application form:
Advanced Placement Record Form
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 coursework 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 coursework 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 Taking

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 Taking

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]
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 these exchange programmes.

**GEM Explorer**

NTU’s main international exchange programme – GEM Explorer, is a competitive programme that offers students the opportunity to apply for short exchange studies aboard while pursuing 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 exchange programmes other than GEM Explorer that may also be of interest to ADM students:

1. GEM Discoverer
2. 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.

In Academic Year 2019-2020, students travelling overseas for an Official NTU Student Trip will be required to make an online payment via One Stop’s website for the Student Travel Insurance. More information will be provided by the school after the approval for short leave of absence.

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 at 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.
Overseas Travel and Declaration

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:

a. Emergency medical evacuation and/or repatriation
b. Repatriation of mortal remains
c. Medical assistance
d. Telephone medical advice
e. Medical service provider referral
f. Despatch of medicine and/or physician
g. Arrangement of hospital admission
h. Monitoring of medical condition when hospitalised
i. i) 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:

ADM Exchange
Professional Attachment Programme

Students enrolled from 2017/18 onwards will undergo a 10 weeks compulsory internship at the end of their third year, in the second semester. 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 a 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 in 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 Faculty

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

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
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
Part of 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.

To also help freshmen ease into university life, a student buddy/mentor (a senior student) is attached to each Foundation Year One class. Freshmen can also approach your student buddy/mentor for help and guidance.

University Wellbeing Centre

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 counseling 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.

http://www.ntu.edu.sg/studentwellbeing/Pages/index.aspx

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:

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.

For more information can be found in the following link:
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.

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!

Studying in ADM during Covid-19

Semester One of the Academic Year 2020 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 a 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.
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 studentlink. 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.

1. To access StudentLINK through the Internet, enter the URL: http://www.intu.edu.sg/
2. At the NTU Student Login page, enter Matriculation Number & PIN
3. Click STARS and Click Subject Registration

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
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.

**NTULearn**

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.


**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 B1-5e | 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 |
| ART 2-20b | Foundation 2D Workshop |
| ART 2-22a | Foundation 2D Lab |
| ART 2-22b | Foundation 4D Workshop |
| ART 2-23a | Foundation 4D Lab |
| ART 2-23b | IEM Lab |
| ART 2-32 | Photo Light Room |
| ART 2-33 | Photo Dark Room |
| ART 2-30 | 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.

More information on NTU’s student rules and regulations can be found at: Rules & Regulations for Students

## 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.

A map to the medical centre can be found 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 following NTU Offices for information on NTU’s Welfare Services for information on student insurance:

- SAO Health Queries
- SAO Welfare Services

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


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: 9721-1637
Email: UWCstudents@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 Organization | Phone Numbers
--- | ---
Singapore Civil Defence Force | 995
Gethin-Jones (NTU Medical Centre) | 6793 6974 or 6793 6828
Healthway Medical Group (Clinic near NTU) | 6792 1812 (Open till Midnight)
Blk 690 Jurong West Central 1, #01–193 Singapore 640690
Silver Cross Family Clinic (Clinic near NTU) | 6899 2141 (Open till Midnight)
Blk 502 Jurong West Ave 1, #01–803, Singapore 640502
The Central Clinic & Surgery (Clinic near NTU) | 6773 2925 (Open 24 Hours)
Blk 450 Clementi Ave 3, #01–291, Singapore 120450
National University Hospital (NUH) | 6779 5555
Website: http://www.nuh.com.sg
Email: enquiries@nuh.com.sg
### Useful Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Chair (Academic)</td>
<td>Peer M. Sathikh</td>
<td>6514 1058 Email: <a href="mailto:PEERSATHIKH@ntu.edu.sg">PEERSATHIKH@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Associate Chair (Students) Senior Lecturer</td>
<td>Ben Slater</td>
<td>6514 1098 Email: <a href="mailto:BASlater@ntu.edu.sg">BASlater@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Head of Administration, Deputy Director</td>
<td>Lim Pheng Yew</td>
<td>6514 8342 Email: <a href="mailto:PHENGYEW@ntu.edu.sg">PHENGYEW@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Academic /Exchange &amp; Programmes Asst Director (Undergraduate Programmes)</td>
<td>Julie Lim-Tay Bee Neo</td>
<td>6790 6667 Email: <a href="mailto:BNLIM@ntu.edu.sg">BNLIM@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Internship</td>
<td>Angeline Yam Min Yee</td>
<td>6513 8671 Email: <a href="mailto:ANGELINE_YAM@ntu.edu.sg">ANGELINE_YAM@ntu.edu.sg</a></td>
</tr>
</tbody>
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### Important Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Person To Contact</th>
<th>Contact Details</th>
</tr>
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<tbody>
<tr>
<td>Foundation Drawing</td>
<td>Jesse Thompson</td>
<td>6513 8244 Email: <a href="mailto:jthompson@ntu.edu.sg">jthompson@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Foundation 2D</td>
<td>Ina Conradi</td>
<td>6513 8055 Email: <a href="mailto:INACONRADI@ntu.edu.sg">INACONRADI@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Foundation 3D / Exchange Programmes</td>
<td>Peter Chen</td>
<td>6514 192 Email: <a href="mailto:PETERCHEN@ntu.edu.sg">PETERCHEN@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Foundation 4D</td>
<td>Christoph Hahnheiser</td>
<td>6513 8246 Email: <a href="mailto:c.hahnheiser@ntu.edu.sg">c.hahnheiser@ntu.edu.sg</a></td>
</tr>
<tr>
<td>Art History</td>
<td>Sophie Goltz</td>
<td>6514 1097 Email: <a href="mailto:GOLTZ@ntu.edu.sg">GOLTZ@ntu.edu.sg</a></td>
</tr>
</tbody>
</table>