welcome to ADM

The NTU School of Art, Design and Media (ADM) offers two professional fine art BFA degree programmes, Design Art & Media Art that are deeply grounded in a studio-based learning model. Blending the structure and instruction style of American art and film schools, the self-study approach of European academies, and the superb craft of Asian traditions, ADM provides a new approach to Arts education.

Our inspiring and dedicated, faculty at ADM are not only passionate about what they do but are practicing professionals with unique visions, creative accomplishments and areas of research and expertise. At ADM, students will experience the latest interdisciplinary theories, practices and technologies, and we expect that the skills and knowledge they acquire will help them develop individuality and propel them towards successful future careers.
our faculty

Prof MICHAEL JOHN KIRK WALSH
ADM Chair
D. Phil/York University, UK

Assoc Prof PEER M SATIHKH
Associate Chair (Academic)
MDesRCA / Royal College of Art, London, UK

Assoc Prof ANDREA NANETTI
Associate Chair (Research)
PhD / University of Bologna, Italy

Asst Prof DAVIDE BENVENUTI
Laurea Dottore in Architettura / University of Florence, Italy

Lecturer DESMOND PANG
MF / Rhode Island School of Design, USA

Asst Prof DJORDJE ARAMBASIC
MFA/ University of Arts, Belgrade, Serbia

Asst Prof ELLA RAIDEL
PhD (Magna Cum Laude) / Art University Linz, Austria

Asst Prof ELKE REINHUBER
MA / Universitat der Kunste, Berlin

Assoc Prof GALINA MIHALEVA
MA / National Academy of Fine Art, Bulgaria

Assoc Prof GRAY FRANCIS HODGKINSON
MDes/ Massey University, New Zealand

Assoc Prof HANS–MARTIN RALL
Diplom–Designer / The State Academy of the Fine Arts, Germany

Assoc Prof INA CONRADI CHAVEZ
MFA / University of California, Los Angeles, USA

Lecturer JEFFREY HONG YAN JACK
MA / Nanyang Technological University

Asst Prof JESVIN YEO PUAY HWA
MA / University of the Arts London, UK

Snr Lecturer JOAN MARIE KELLY
MFA / Western Connecticut State University, USA

Asst Prof KIRSTY H.A. KANG
PhD / University of Southern California, USA

Assoc Prof LAURA MIOTTO
MSc / Politecnico University of Milan, Italy

Asst Prof LISA WINSTANLEY
MA / University of Hertfordshire, UK

Snr Lecturer LUCAS M F V JODOGNE
MFA / LaSalle College of the Arts, Open University, UK

Lecturer ANGELINE YAM MIN YEE
MFA / University of Middlesex, UK

Lecturer ANG SONG NIAN
MA / University of the Arts London, UK

Snr Lecturer BENJAMIN ALEXANDER SLATER
MA / Lancaster University, UK

Assoc Prof BENJAMIN SEIDE
MA / Film Academy Baden-Wuerttemberg, Ludwigsburg, Germany

Asst Prof BERNHARD JOHANNES SCHMITT
Dip/University of Applied Science Mainz, Germany

Assoc Prof BIJU DHANAPALAN
B.Tech Electrical & Electronics Engineering/Uni of Kerala, India

Lecturer CANDICE NG EE CHING
MFA / The Pennsylvania State University, USA

Lecturer CHALIT KONGSUWAN
PhD / The University of Tasmania, Australia

Assoc Prof (Practice) CHRISTOPH HAHNHEISER
Diplom, University of Dortmund

Assoc Prof CHUL HEO
PhD/ University of Iowa

Assoc Prof CINDY WANG I-HSUAN
MA / New York University, USA

Assoc Prof DANNE OJEDA HERNANDEZ
MPhi / University of Havana, Cuba

Assoc Prof DAVID BENG ZHEN
MFA / Rhode Island School of Design, USA

Assoc Prof MICHAEL TAN KOON BOON
MA / Goldsmiths College, University of London, UK

Asst Prof NG WOON LAM
MFA / New York Academy of Art, USA

Assoc Prof SOON-HWA OH
EdD / Teachers College, Columbia University, USA
Snr Lecturer  PETER CHEN CHIA MIEN  
MA/ Rice University, Houston, USA

Asst Prof  ROSS ADRIAN WILLIAMS  
Doctor of Musical Arts, Rice University, Houston

Assoc Prof  SEBASTIAN GROBLER  
MA/University of Hamburg, Hamburg, Germany

Asst Prof  SOPHIE GOLTZ  
MA/Free University Berlin, Germany

Asst Prof  SUJATHA ARUNDAHTHI MEEGAMA  
PhD / University of California, Berkeley USA

Prof  UTE META BAUER  
Founding Director of CCA, Hochschule der Bildenden Künste Hamburg, Germany

Asst Prof  VLADIMIR Todorovic  
MFA / University of California, Santa Barbara, USA

Lecturer  WOODFORD NICOLE MIDORI  
BFA(Hons) / Nanyang Technological University, Singapore

Asst Prof  WONG CHEN-HSI  
MFA / University of Southern California, USA

Asst Prof  YIN KER  
PhD/ Paris-Sorbonne University, Paris, France

Lecturer  ZELIHA GUL INANC  
PhD / Dokuz Eylul University, Izmir, Turkey

**visiting faculty**

Visiting Assoc Prof  DEJAN GRBA
Visiting Assoc Prof  NICHOLAS MARK MORRIS
Visiting Assoc Prof  THOMAS PAUL THESSEN
Visiting Assoc Prof  CHEN SHEN

For faculty’s directory, proceed [here](#)
the academic calendar 2019/20

semester 1

<table>
<thead>
<tr>
<th>Event</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen Orientation</td>
<td>26 Jul'19</td>
<td>8 Aug'19</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Teaching Week 1 - 7</td>
<td>12 Aug'19</td>
<td>27 Sep'19</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Recess Week</td>
<td>30 Sep'19</td>
<td>04 Sep'19</td>
<td>1 week</td>
</tr>
<tr>
<td>Teaching Week 8 - 13</td>
<td>07 Oct'19</td>
<td>15 Nov'19</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>18 Nov'19</td>
<td>06 Dec'19</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>09 Dec'19</td>
<td>10 Jan'20</td>
<td>5 weeks</td>
</tr>
</tbody>
</table>

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.

vacation

09 Dec'19 - 10 Jan'20 5 weeks

semester 2

<table>
<thead>
<tr>
<th>Event</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Week 1 - 7</td>
<td>13 Jan'20</td>
<td>28 Feb'20</td>
<td>7 weeks</td>
</tr>
<tr>
<td>Recess Week</td>
<td>02 Mar'20</td>
<td>06 Mar'20</td>
<td>1 week</td>
</tr>
<tr>
<td>Teaching Week 8 - 13</td>
<td>09 Mar'20</td>
<td>17 Apr'20</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Revision and Examination</td>
<td>20 Apr'20</td>
<td>08 May'20</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Vacation</td>
<td>11 May'20</td>
<td>24 Jul'20</td>
<td>13 weeks</td>
</tr>
</tbody>
</table>

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.

additional information for undergraduates

Please refer to the Schedules of Key Academic Activities

attachment & internship

Please refer to the Schedule for Attachment & Internship Programmes

university key events

PhD Hooding Ceremony
23 Jul'19

Convocation 2018
23 Jul - 31 Jul'19

UG Freshmen Orientation
26 Jul - 08 Aug'19

UG Qualifying English Test
05 Aug'19

Freshmen Welcome Ceremony
06 Aug'19

Students' Union Day / Academic Council Meeting
10 Sep'19

No classes for UG programmes from 1030 to 1430 hours
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 In-Camp Training (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 the table below:

<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>09 Dec(^{19}) - 05 Jan(^{20})</td>
<td>4 weeks</td>
</tr>
<tr>
<td>2nd and 3rd</td>
<td>08 Jun - 02 Aug(^{21})</td>
<td>6 or 8 weeks</td>
</tr>
<tr>
<td></td>
<td>22 Jun - 02 Jul(^{22})</td>
<td></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 new Bachelor of Fine Art programmes

Design Art / Media Art

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

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

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

Details of these programmes can be found within the area-specific pages online at ADM’s website: newbfa.adm.ntu.edu.sg

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 students complete a Foundation Programme which introduces them to a range of cognitive and manual skills and develops their understanding of a broad range of subjects.

DN1002 Foundation 2D understanding and application of two-dimensional design principles

DN1003 Foundation 3D understanding of form and spatial awareness

DN1004 Foundation 4D arts of sequential storytelling and communication

DN1001 Foundation Drawing practice of drawing and visualisation

DN1003 Introduction to the Histories of Art I practical learning is complemented through a study of the global histories of arts and design

DD0000 Writing Narratives for Creative Media

or

HW0201 Academic Communication in the Art, Design and Media Studies
At the end of Semester 1, all Year 1 students of School of Art, Design and Media will select their preferences they wish to pursue from next semester onwards, either in Design Art or Media Art. Students will indicate their choices through the StudentLINK. Students will receive an email informing them about the selection of Major. Please refer to the Office of Academic Service (OAS) website for full details.

**Allocation process**

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

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

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

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

**Notification of outcome**

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

**Appeal for change of major**

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

semester 2

DN1009 Graphic Form
DN1010 Experimental Interaction
DN1011 Form and Visualisation
DD1004 Introduction to Histories of Art II
DD0000 Writing Narratives for Creative Media
HW0209 Academic Communication in Art, Design and Media Studies
*Register for the course that was not taken in Semester 1

specialise your path

year 2

interaction design

semester 1

compulsory
DM2000 Interactive I
DM2008 Programming for Interaction
compulsory
DR2001 Product Design I
DR2005 Computer Aid Design I
area specific
DR2004 Product Design II
DR2000 Conceptual Design

semester 2

compulsory
DM2007 Interactive II
DM2008 Programming for Interaction
compulsory
DR2004 Product Design II
DR2000 Conceptual Design

visual communication

product design

DM2001 Visual Communication I
DV2001 Visual Communication I
DV2004 Typography I

interaction design

DM2000 Interactive I
DM2008 Programming for Interaction

visual communication

DV2005 Visual Communication II
DV2004 Typography II

(Choose One Only)

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

compulsory
DD8008 Survey of Modern Art 1900 - 1945
Art in the Age of Colonialism
DD3010 Issues in Global Contemporary Art
DD9014 Introduction to Museum Studies
DD2009 Survey of New Media

History of Design
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 Design or Product Design or Visual Communication).

semester 1
compulsory major Studio pe

interaction design
Interactive Devices Interactive Spaces

product design
DR3006 Product Design III
DR3007 Studies in Form

visual communication
DV3010 Visual Communication III
DV3001 Typography III

semester 2
compulsory major studio pe

DM3010 Project Development & Planning Interactive Environments

DR3005 Product Design IV Advanced Development & Prototyping

DV3008 Visual Communication IV DV3012 Production for Graphic Designers

year 4
semester 1
cores compulsory seminar

DD4000 Final Year Project (FYP) Interdisciplinary Seminar

All modules are new or will be modified and updated for this revised curriculum. The Final Year Project (FYP) remains the dominant component of Year 4. An important addition is 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.

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

electives offered by ADM

interaction design
DM2002 Sound Art PE/UE
Scenography and Exhibition Design PE/UE
DM2009 Performance and Interaction PE/UE

product design
DR0000 Sustainable Product Design PE/UE
DR2011 Human Factors in Design PE/UE
DR2015 Furniture Design II PE

DR2002 Contemporary Issues in Product Design PE/UE
DR2014 Wearable Technology, Fashion and Design PE/UE

DR2013 Furniture Design II PE/UE
DR2012 Materials, Manufacturing & Technology for Design PE/UE

visual communication
DV2002 Illustration for Designers PE/UE
DV2006 Designed Experiences PE/UE
DV2008 Interface Design PE/UE
DV2009 Design in Motion UE
DV3002 Editorial Design PE

DV3003 Spatial Design PE/UE
DV3005 Creative Brand Design PE/UE
DV3007 Contemporary Issues in Visual Communication PE/UE
Experimental Layout PE/UE
## Foundation Year

**Semester 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DN1016</td>
<td>Visual Story Telling</td>
</tr>
<tr>
<td>DN1013</td>
<td>Concepts of Digital Imaging</td>
</tr>
<tr>
<td>DD1004</td>
<td>Introduction to Histories of Art II</td>
</tr>
</tbody>
</table>

## Specialise Your Path

### Year 2

**Semester 1**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT2001</td>
<td>3D Production</td>
</tr>
<tr>
<td>DT2000</td>
<td>Basic Principles of Motion / Storyboarding &amp; Prod. Design</td>
</tr>
<tr>
<td>HH0014</td>
<td>Drawing for Animation (Animation/Game Pathway)</td>
</tr>
<tr>
<td>HH0015</td>
<td>Practical Digital Filmmaking (Filmmaking Pathway)</td>
</tr>
<tr>
<td>HH0012</td>
<td>BW Film Photography (Photography Pathway)</td>
</tr>
</tbody>
</table>

**Choose one only**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DN1014</td>
<td>Writing Narratives for Creative Media</td>
</tr>
<tr>
<td>HW0209</td>
<td>Academic Communication in the Arts, Humanities and Social Sciences</td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DT2016</td>
<td>3D Character Animation/Digital Composition</td>
</tr>
<tr>
<td>DT2009</td>
<td>Cinematography &amp; Storyboarding &amp; Production Design</td>
</tr>
<tr>
<td>DT3014</td>
<td>Game Design II</td>
</tr>
<tr>
<td>DT2019</td>
<td>Animation for Games II</td>
</tr>
<tr>
<td>DF2003</td>
<td>Cinematography I</td>
</tr>
<tr>
<td>DF2001</td>
<td>Film Editing</td>
</tr>
<tr>
<td>DF2005</td>
<td>Photography: Colour and Context</td>
</tr>
<tr>
<td>DF2006</td>
<td>Principles of Lighting</td>
</tr>
<tr>
<td>DF2002</td>
<td>History of Photography</td>
</tr>
</tbody>
</table>

**Choose one only**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD8008</td>
<td>Faith and Art</td>
</tr>
<tr>
<td>DD8010</td>
<td>Visualisation of Cultural Heritage</td>
</tr>
<tr>
<td>DD8012</td>
<td>Contemporary Curating</td>
</tr>
<tr>
<td>DD2000</td>
<td>Introduction to the Histories of Southeast Asian Art</td>
</tr>
<tr>
<td>DD2008</td>
<td>Survey of Modern Art 1900 - 1945</td>
</tr>
<tr>
<td>DD3010</td>
<td>Issues in Global Contemporary Art</td>
</tr>
<tr>
<td>DD9014</td>
<td>Introduction to Museum Studies</td>
</tr>
<tr>
<td>DD2009</td>
<td>Survey of New Media</td>
</tr>
</tbody>
</table>

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

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

**Year 3**

**Semester 1**
- Compulsory major studio PE
- Courses:
  - DT3013 Animation Seminar
  - DT2011 Stop Motion
  - DD4000 Final Year Project (FYP)

**Semester 2**
- Compulsory major studio PE
- Courses:
  - DT3008 Research & Visual Development
  - DT3011 Visual Effects II
  - DT3013 Animation Seminar

**Year 4**

All modules are new or will be modified and updated for this revised curriculum. The Final Year Project (FYP) remains the dominant component of Year 4. An important addition is 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.

**Semester 1**
- Core compulsory seminar
- Courses:
  - DD4000 Final Year Project (FYP)
  - Interdisciplinary Seminar

**Semester 2**
- Courses:
  - DT3008 Research & Visual Development
  - DT3011 Visual Effects II
  - Gamejam
  - DT3008 Research and ‘Visual Development’
  - DT3009 Cinematic Concepts & Motion Capture Apps.

**Electives offered by ADM**

**Animation**
- DT3004 Rigging For Animation
- DT2015 Advanced 3D Production
- DT3009 Cinematic Concepts & Motion Capture Apps.
- DT3000 Advanced Drawn Animation
- DT2017 Writing for Animation

**Filmmaking**
- DF3005 Audio Post Production for Film
- DF3006 Cinematography II
- DF3001 Cinematography for Visual Effects
- DF3010 Experimental Film Production
- DF9001 The Art of Lighting
- DF3000 Research Perspective in Film Practice
- DT2005 Lighting and Rendering Pipeline

**Photography**
- DP2004 Critical Eye: Seeing & Understanding in Photo Media
- DP2008 Experimental Photography
- DP3008 Location Experiences in Photography
- DP3003 Narrative Portrait
- DP2001 Screened Photography
histories of art (options)

A number of history courses will be offered as prescribed electives, offering students a wide choice to select one history module as their history prescribed electives. These history modules will also be opened for students from HASS.

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

### Table 01. Specific to ADM students only

<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
<th>AUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Courses</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>Professional Attachment</td>
<td></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 student’s entry to the professional world.</td>
<td>9</td>
</tr>
<tr>
<td>Interdisciplinary Seminar</td>
<td>A module which invited practising artists and designers to give talks and share their knowledge, views and insights.</td>
<td>3</td>
</tr>
<tr>
<td>Major Prescribed Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Specific Foundation</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Area Specific History</td>
<td>A contemporary artist needs to have a sense of art history in order to produce art.</td>
<td>3</td>
</tr>
<tr>
<td>Compulsory Major</td>
<td>These are the eight courses that are integral to each major (e.g. Product Design, this would be Product Design I, II &amp; III etc)</td>
<td>24</td>
</tr>
<tr>
<td>Prescribed Studio Electives</td>
<td>A studio–based course taken within ADM that need not be from within the student’s subject discipline.</td>
<td>6</td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>134</td>
</tr>
</tbody>
</table>

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

### Table 02. From anywhere within NTU

<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
<th>AUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER Unrestricted Electives</td>
<td>Electives taken from any school within NTU (including ADM). They are intended to broaden the student’s education within a particular area.</td>
<td>24</td>
</tr>
</tbody>
</table>

### Table 03. From outside of ADM disciplines

<table>
<thead>
<tr>
<th>Type</th>
<th>Function</th>
<th>AUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER Core</td>
<td>These are a prescribed and timetabled part of the student’s education. They are usually lecture based.</td>
<td>5</td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singapore Studies</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Career Course</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Environmental Sustainability</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Ethics and Moral Reasoning</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Enterprise and Innovation</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Digital Literacy</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>GER Prescribed Elective*</td>
<td>The student may choose from a range of courses which satisfy the criteria. They are usually lecture based.</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts (LA)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Business and Management (BM)</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Any two courses from LA, BM and Science, Technological and Society (STS)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Sub-total</td>
<td></td>
<td>54</td>
</tr>
</tbody>
</table>

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

*Please note that ADM courses may not be used to fulfill the GERPE (LA) component.
ADM offers a Third Minor in Art History. In addition to their BFA majors, ADM students can opt to complete one minor. The full listing of minor programmes is available at the University’s website: Minor Programs

Students 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. Students may use the 24 AUs allocated to GER Unrestricted Electives towards a declared minor.

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.
In addition to their 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 (WKWSCl), under the College of Humanities, Arts and Social Sciences.

A full list of the Second Major programmes is indicated on the School’s website: Second Majors.

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. Students interested to pursue a Second Major can submit an application at the end of Year 1. Students will be notified of the application period via email.
Students are evaluated rigorously throughout the BFA programme. Depending on the structure and nature of individual courses, students may be continually assessed, examined or a combination of both. (see below modes of assessment)

Studio-based classes don’t usually require that the student sit for a written examination. 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 often require that the student sit for an examination. The student 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 the student’s 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 the student participates in class discussions, critiques etc.
With both assessment and examination, grades and grade points are assigned as follows:

**Letter grade and grade point**

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

**Non-letter grade**

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Grade point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satisfactory</td>
<td>S</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
</tr>
</tbody>
</table>

For an explanation of the Satisfactory/Unsatisfactory option see next page.
grade point average (GPA) system

**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:

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

**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:

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

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

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:

- **minimum years of study at NTU**: 3 academic years
- **minimum AU of graded courses* obtained from NTU**: 69 AUs

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

**satisfactory academic standing**
Criteria for Satisfactory Academic Standing in any given semester are:

- Maintaining a minimum CGPA 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
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:
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/Examination/Pages/FAQ--Freshmen-Year-GPA-Exemption.aspx

ADM students may exercise the Satisfactory/Unsatisfactory (S/U) Option for a total of 12 AUs of graded courses taken as GER Prescribed Electives and/or Unrestricted Electives.

Under the S/U Option, students may declare courses from a specified category to be excluded from the CGPA computation and be graded ‘S’ (Satisfactory) or ‘U’ (Unsatisfactory) instead. Students have to declare courses to be graded S/U before the start of examinations for the semester.

For more information on the S/U Option, refer to the Office of Academic Services: Satisfactory/Unsatisfactory Option
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.
### advanced standing

**transfer of credits**

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

### eligibility for advanced standing

- 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.

### 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 Electives</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 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>

### 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.

**for application, please submit this application form:**

*Advanced Placement Record Form*

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**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.
plagiarism and academic honesty

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

- The unacknowledged use of words, images, diagrams, graphs or ideas derived from any source such as books, journals, magazines, the visual media, and the Internet.
- Copying the work of fellow students.
- Buying 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.

plagiarism within the arts

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 could constitute visual plagiarism. Visual plagiarism though difficult to define 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
plagiarism and academic honesty

consequences of plagiarism and academic dishonesty

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

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

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

This policy is applicable to all work done during the student’s duration of study at ADM and includes work done separate to any course and in the student’s own time.

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

absences and
leaves taking
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 form.
- Students arriving later than 15 minutes to class usually are marked as absent. normal school hours when students are required to attend classes.
- 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.

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: http://www.ntu.edu.sg/Students/Undergraduate/AdminServices/Pages/Applyforshortleave.aspx
Students may download Short Leave Forms from the ADM website: Leave Application Forms
study abroad through global programs

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 programs 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 on GEM Explorer can be found at: [http://global.ntu.edu.sg/GMP/gemexplorer/Pages/index.aspx](http://global.ntu.edu.sg/GMP/gemexplorer/Pages/index.aspx)

**other programs**

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 Discoverer Summer Studies

Each year, the Office of Global Education and Mobility organises an orientation session to discuss these programs 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 programs.
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 on SUSEP can be found at:
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/ExchangeProgrammes/Pages/NTUStudentsSUSEP.aspx

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).

Chubb Insurance Singapore Limited has been appointed by NTU to provide the service for NTU’s Group Travel Insurance for students. For further information on the Group Travel Insurance scheme, please refer to the following webpage: https://www.ntu.edu.sg/SAO/WhoWeAre/OneStop/OurServices/Insurance/Pages/Travel-Insurance.aspx

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.

ASSISTANCE ON MEDICAL AND SECURITY MATTERS

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:
https://www.internationalsos.com/Members_Home/login/clientaccess.cfm?custno=02AYCA089601 (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) Arrangement of compassionate visit

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 https://venus.wis.ntu.edu.sg/otrs/login.aspx prior to their departure. 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.
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 on these can be found at: http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/undergraduatepolicies/Pages/Exchange.aspx
**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
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 and 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
academic advising

Part of a student’s experience of a university education is that they learn how to balance the demands of their workload with the demands of their life and the process in which the school is involved in this management is called 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.

The student will also be assigned a faculty member as an academic advisor or mentor who will be able to give them personal advice on academic matters. Students will be notified as to who this is via email. It is important that the student know when to actively seek help on academic matters. They may do so from their academic advisor or from faculty and staff, such as their area coordinator, the School’s Academic Manager or the Associate Chair Academic.

Students 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 also attached to each Foundation Year One class. Freshmen can also approach their student buddy/mentor for help and guidance.

http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/undergraduatepolicies/Pages/Home.aspx
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

Students with other personal difficulties can also approach the School’s Pastoral Care Manager:

Ms. Chua Lian Kee
College of HASS / Office: HSS-05-56C
Email: LKCHUA@ntu.edu.sg
Tel: 6514 8335
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 on 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:
http://www.ntu.edu.sg/SAO/PoliciesandCodesconcerningstudents/Pages/index.aspx

To maintain the good image of the University, students 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.

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

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

For more information can be found in the following link:
http://www.ntu.edu.sg/SAO/Pages/DressCodeforStaffandStudentsOnCampus.aspx
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.

To access StudentLINK through the Internet, enter the URL: http://www.intu.edu.sg/

At the NTU Student Login page, enter Matriculation Number & PIN

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:
http://www.ntu.edu.sg/Students/Undergraduate/AcademicServices/CourseRegistration/Pages/default.aspx
academic load and overload

ADM students are advised not to undertake additional courses and should consider carefully before deciding to ‘overload’. A greater workload can adversely affect students’ 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. (refer to useful contacts for contact details).

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

teaching during revision period

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

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.

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

**General Information on ADM Labs, Studios and Workshops**

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, students 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 Specifications**

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 at:
http://maps.ntu.edu.sg/maps?q:medical%20centre

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:
http://www.ntu.edu.sg/Services/StudentServices/Offices/Pages/ssa.aspx

NTU’s Student Affairs Office for queries on medical claim procedures at:
http://www.ntu.edu.sg/Services/StudentServices/health/Pages/default.aspx

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:

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:
http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/undergraduatepolicies/Pages/Download-Forms.aspx

Students can also seek assistance from the University’s on-campus medical centre.

A map to the medical centre can be found at:
http://maps.ntu.edu.sg/maps?q:medical%20centre
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 at: [http://www.ntu.edu.sg/Library/Pages/default.aspx](http://www.ntu.edu.sg/Library/Pages/default.aspx)

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/
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 Assembly Area**

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**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.

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Singapore Civil Defence Force</td>
<td>995</td>
</tr>
<tr>
<td>Geithin Jones (NTU Medical Centre)</td>
<td>6793 6974 or 6793 6828</td>
</tr>
<tr>
<td>Healthway Medical Group (Clinic near NTU)</td>
<td>6792 1812 (Open till Midnight)</td>
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<tr>
<td>The Central Clinic &amp; Surgery (Clinic near NTU)</td>
<td>6773 2925 (Open 24 Hours)</td>
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useful contacts

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<tr>
<th>department</th>
<th>person to contact</th>
<th>contact details</th>
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<tbody>
<tr>
<td>Academic Associate Chair</td>
<td>Associate Prof Sathik</td>
<td>6514 1058</td>
</tr>
<tr>
<td>Technical Operations Deputy Director</td>
<td>Lim Pheng Yew</td>
<td>6514 8342</td>
</tr>
<tr>
<td>Academic/Exchange &amp; Programmes Asst Director (Undergraduate Programmes)</td>
<td>Julie Lim-Tay Bee Neo</td>
<td>6790 6667</td>
</tr>
<tr>
<td>Internship Lecturer</td>
<td>Angeline Yam Min Yee</td>
<td>6513 8671</td>
</tr>
</tbody>
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foundation area coordinators

| Foundation Drawing Associate Professor | Ng Woon Lam | 6513 8251 | Email: NGWOONLAM@ntu.edu.sg |
| Foundation 2D Associate Professor     | Ina Conradi  | 6513 8055 | Email: INACONRADI@ntu.edu.sg |
| Foundation 3D Senior Lecturer          | Peter Chen   | 6514 192  | Email: PETERCHEN@ntu.edu.sg |
| Foundation 4D Assistant Professor      | Michael Tan  | 6316 8991 | Email: MICHAELTAN@ntu.edu.sg |
| Art History Assistant Professor        | Sophie Goltz   | 6513 1097 | Email: GOLTZ@ntu.edu.sg     |