

DIGITAL REPOSITORY-NTU (Restricted Access)

Students are required to submit one electronic copy of final FYP report to [DR-NTU \(Restricted Access\)](#) which is managed by NTU library.

This is a guideline for submission.

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1. When to submit

Any time before oral when your report is finalized and no further modifications needed.

2. How to submit

Please follow the instructions at <http://repository.ntu.edu.sg/drntu/procedure.htm> .

3. Who to contact when encounter problems

- System error or technical issue, please directly send the email to drd@ntu.edu.sg.
- Question about submission procedures, please send the email to spi@ntu.edu.sg.

4. How many times can a student submit the report though online system?

Once only.

5. What to do if the student submitted the wrong file accidentally?

The students may send their correct file to the following email account. The staff will help to replace the existing file with the correct one.

- ScholarlyComm-Enquiries: spi@ntu.edu.sg

In the email, please include the following information so that library staff can locate your report and process accordingly.

- Author Name
- Report Title
- Reason for resubmission: e.g. submitted the wrong file accidentally

Important Notes:

- 1. All materials uploaded to DR-NTU comply with the Personal Data Protection Act (PDPA). Personal data such as NRIC, Address, Contact Numbers, etc., should be removed.**
- 2. If there are confidentiality concerns, the students may ask for an exemption. They need to ask their FYP supervisor to endorse their request and inform the Library.**
- 3. If the FYP needs to be embargoed for a specific period, it is possible to set embargo dates in DR-NTU.**