



**FIRST MEDIA
DESIGN SCHOOL**
Nurturing Tomorrow's Designpreneurs

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

FIRST MEDIA DESIGN SCHOOL (FMDS)

STUDENT HANDBOOK

E D U C A T E .

M O T I V A T E .

C U L T I V A T E .



CONTENTS

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

School Contact Details	3
Management & Academic Team	3
General School Information for Students	4
1. Curriculum Teaching Stages	4
2. Pre-Course Briefing	4
3. Attendance Requirement	4
4. Code of Conduct for Students	4
5. Change or Update of Personal Particulars	5
6. Personal Data Protection Statement	5
7. Student Satisfaction Feedback	5
8. Course Fee Payment	5
9. Financial Aid	5
10. Graduation	5
11. Non-delivery (Cancellation) of Course	6
12. Transfer – Policy & Procedure	6
13. Deferment - Policy and Procedure	6
14. Withdrawal – Policy and Procedure	7
15. Refunds Policy	7
16. Course Fee Liability	7
17. Grading Scheme	7
18. Assessment Appeal Process	8
19. Course Deferment Period	8
20. Reassessment & Re-module	8
21. Rescheduling of Assessment	8
22. Disclaimer Clause (for Schedule, Trainer and Fees)	9
23. Damage to School Property	9
24. First Media Design School – Internet Usage Policy	9
25. Counselling	10
FMDS Academic Programmes	11
Term and Duration of Course	11
Pathway	11
Disclaimer Clause	11

E D U C A T E .

M O T I V A T E .

C U L T I V A T E .



**FIRST MEDIA
DESIGN SCHOOL**
Nurturing Tomorrow's Designpreneurs

SCHOOL CONTACT DETAILS

First Media Design School Pte Ltd
Address: 3/5 Teck Lim Road, Singapore 088383
Tel: 63378663
Fax: 63371217
Email: enquiries@firstmedia.edu.sg
Website: www.firstmedia.edu.sg

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

Management & Academic Team

Principal / Counsellor

Operations Director

Academic Manager

Academic Executive

Academic Quality Manager

Academic Design Manager

Mark Phooi

Marcus Phooi

Jireh Lim

Vivien Tsang

Dr. Yasser Mattar

Felix Oking

E D U C A T E .

M O T I V A T E .

C U L T I V A T E .



GENERAL SCHOOL INFORMATION FOR STUDENTS

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

1. Curriculum Teaching Stages

First Media Design School's curriculum focuses on imparting industry knowledge and skills that are relevant to your professional career and personal goals and interest. It adopts a unique 4 stages teaching methodologies to cultivate a keen sense of self and general awareness leading to acquisition of technical and soft skills to meet individual aspirations.

- i. Self-Awareness
- ii. Design Competence
- iii. Design Management (management training for skill upgrading and career growth)
- iv. Design Entrepreneurship (personal leadership and entrepreneurship training for creative business aspirants)

2. Pre-Course Briefing

For students pursuing FMDS academic programmes, it is compulsory to attend this Pre-Course Briefing where FMDS academic team members will share the courseware delivery, learning expectations, project grading requirements, etc. It will follow by a Q&A session.

E D U C A T E .

3. Attendance Requirement

The Student is required to attend at least 75% of each module. Failure to do so would bar the Student from Assessment.

M O T I V A T E .

4. Code of Conduct for Students

All FMDS students must abide by the school Code of Conduct. Student who fail to comply will be counselled and if warrant, be expelled from the programme.

C U L T I V A T E .

a. School Code of Conduct

- i. Loyalty, integrity and honesty are qualities expected of all Students.
- ii. All Students should be courteous, polite and well behaved.
- iii. All Students is required to be punctual for classes.
- iv. Orderliness must be observed at all time.

b. Conditions for Expulsion

- i. Misconduct – Fighting, gambling, smoking in classrooms or behaving disorderly.
- ii. Defamation – Spreading untruth and damaging remarks about the School, its staff or fellow Students.
- iii. Vandalism, Mischief or Theft – Participating in any wilful or negligent acts. Those caught stealing will be referred to the Police.
- iv. Cheating in Assessment – Any form of plagiarism or cheating in assessments.
- v. Poor Attendance – Not meeting the attendance requirement.



5. **Change or Update of Personal Particulars**

Students are required to inform school administrator and complete the Change of Personal Particulars form if there are amendments to their personal particulars.

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

6. **Personal Data Protection Statement**

Personal data, photographic images, videos, etc., which we collect from you may be used for Student matters such as sending information and updates on courses, training administration, post-course surveys and for marketing and promotion activities. Should you wish to opt out, write to us at enquiries@firstmedia.edu.sg

T (65) 6337 8663

F (65) 6337 1217

E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

7. **Student Satisfaction Feedback**

- a. Students will be requested to complete a Trainer Evaluation Survey for every module undertaken.
- b. Students might also be contacted separately by SkillsFuture Singapore to take a Quality Survey.

8. **Course Fee Payment**

The Course Fee is payable upon the signing of the Student contract. Failure to comply will be inadmissible to the programme.

E D U C A T E .

9. **Financial Aid**

First Media Design School understands the students' challenge of financing the studies, and is committed to ensuring that no deserving student is denied admissions because of financial difficulty. There are 2 types of Financial Aids available.

M O T I V A T E .

i. **Instalment Scheme**

Students under this scheme will pay their fees by instalments throughout the duration of the programme.

C U L T I V A T E .

ii. **Study Now, Pay Later Scheme**

Students under this scheme do not need to pay during the duration of the programme. They will start the month payment when they start work.

10. **Graduation**

FMDS holds an official annual graduation ceremony during the early part of each year. Graduates are encouraged to attend the graduation ceremony with their loved ones. A fee will be imposed for attendees.



11. Non-delivery (Cancellation) of Course

- a. In the event of course postponement or cancellation due to unforeseen circumstances, FMDS shall inform the Student within three (3) working days if:
 - i. It does not commence the Course on the Course Commencement Date;
 - ii. It terminates the Course before the Course Commencement Date;
 - iii. It does not complete the Course by the Course Completion Date;
 - iv. It terminates the Course before the Course Completion Date.
- b. First Media Design School shall, within seven (7) working days after notifying the Student of the above, provide the Student with information of the alternative confirmed course arrangement to allow the Student to make timely and appropriate decision on the alternative arrangement.
- c. First Media Design School shall also refund the Student:
 - i. The entire amount of the Course Fees; and
 - ii. The Miscellaneous Fees.

FIRST MEDIA DESIGN SCHOOL
3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

12. Transfer – Policy & Procedure

- a. Requests for transfer must be made in writing and submitted together with "Change of Level/Course form and supporting documents to the administrative office.
- b. All transfer requests will be subjected to an interview session with the Principal or an appointed school representative.
- c. Paid/Unconsumed Fee: Course fee paid/unconsumed for the original enrolled course will be transferred to the new course of study once the transfer is approved

E D U C A T E .

M O T I V A T E .

13. Deferment - Policy and Procedure

- a. Requests for course deferment must be made in writing and submitted together with Deferment Form and supporting documents to the administrative office.
- b. Requests for course deferment after the commencement of the new term will only be considered if valid grounds are provided. Valid grounds for deferment include:
 - i. Medical reasons
 - ii. Bereavement of immediate family members including parents, spouse and children
- c. Deferment is allowed only once for up to a maximum of six (6) months.
- d. Students whose application for deferment is rejected may apply to withdraw from the course.
- e. Course fee paid/unconsumed for that term will not be consumed but instead be used to offset the term fee upon resuming the course once deferment is approved.

C U L T I V A T E .



14. Withdrawal – Policy and Procedure

- a. Requests for withdrawal must be done formally through the Administration Office, request through telephone calls will not be entertained.
- b. Students intending to withdraw from the course must obtain and complete the “Course Withdrawal & Refund Form” and submit it to the school admin Office.
- c. All withdrawal requests will be subjected to an interview session with the School’s Principal or an appointed representative
- d. Students seeking withdrawal are liable to pay full non-subsidised course fee.

FIRST MEDIA DESIGN SCHOOL
3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

15. Refunds Policy

Once a course has been confirmed and the fee paid for, the following policy will apply. Note: The above policy does not apply to courses with 2 days duration or less.

% of full Fees	Written notice of withdrawal received
90%	More than 10 working days before the Course Commencement date
50%	Before, but not more than 10 working days before the Course Commencement date
0%	After the Course Commencement date

E D U C A T E .

M O T I V A T E .

16. Course Fee Liability

- a. Students who do not meet the minimum attendance and assessment criteria will be required to pay full course fees at non-subsidised rate.
- b. In the event of company-sponsored Students who do not meet the graduation criteria, their sponsoring companies will be liable for payment of full course fee.

C U L T I V A T E .

17. Grading Scheme

- a. All internal modules are assessed by internal academic members.
- b. Final Major Project is assessed by external industry practitioners.

GRADING SCHEME			
Grade Descriptor	Grade	Marks	Credit Value (CV)
Distinction	A	85 – 100	4.0
Merit	B	84 – 75	3.0
Credit	C	74 – 65	2.5
Pass	P	64 – 50	2.0
Fail	F	49 – 20	0.0
Ungraded	NS	19 – 0	0.0



18. Assessment Appeal Process

- a. Appeal to review the assessment outcome must be done on a fully furnished Assessment Appeal Form submitted to First Media Design School, within 5 working days after the release of result.
- b. An appeal fee is payable.
- c. Appeal outcomes will be communicated within 5 working days of submission.
- d. There will be no follow up appeal after this stage.

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

19. Course Deferment Period

- a. The maximum duration allowed for course deferment is 6 months from the first scheduled course commencement date. Students seeking deferment of more than 6 months are deemed to have withdrawn from the course and are liable to pay the full non-subsidised course fee.
- b. Students seeking deferment are to submit course deferment form to First Media Design School 5 working days prior to course commencement. Failure to do so will result in automated expulsion from the programme.
- c. Students seeking deferment shall pay a deferment fee for each rescheduling of course commencement.
- d. Any application for deferment after course commencement will be subject to approval.

E D U C A T E .

M O T I V A T E .

20. Reassessment & Re-module

- a. Students seeking reassessment shall pay a reassessment fee for each reassessment.
- b. Reassessment date is subject to the assessor's availability.
- c. FMDS imposes a limit of 2 reassessment attempts per module. Failure to pass in the second attempt will result in student resitting the entire module again. Entire fee repayment will be imposed when sitting for the module.

C U L T I V A T E .

21. Rescheduling of Assessment

- a. Students, subjected to approval, may request rescheduling of assessment. They must inform the trainer 10 working days before the first scheduled assessment date.
- b. Assessment rescheduling fee is payable.
- c. No show during the assessment date and time will automatically result in failure.



22. Disclaimer Clause (for Schedule, Trainer and Fees)

First Media Design School reserves the right to cancel or change the class schedule, classroom and trainer.

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

23. Damage to School Property

- a. Upon return of equipment (e.g. loaned computers, computer accessories, cameras, etc.) to the school, the school will in its sole discretion identify if the equipment is returned incomplete, damaged and/or not in good working order (Defective Equipment).
- b. If the school identifies that an item of returned equipment is Defective Equipment, the Student will pay to the school as determined in the school's sole discretion the cost of repairing, servicing and/or learning the Defective Equipment or the cost of replacing the Equipment.

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

24. First Media Design School – Internet Usage Policy

The school's information technology resources, including email and internet access, are provided for educational purposes. Adherence to the following policy is necessary for continue access to the school's technological resources.

E D U C A T E .

Student must :

- i. Respect and protect the privacy of others
 - Use only assigned accounts
 - Not view, use or copy passwords, data or networks to which they are not authorised
 - Not distribute private information about others or themselves
- ii. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices
 - Report security risks or violations to a lecturer or operation manager
 - Not destroy or damage data, network, or other resources that do not belong to them, without clear permission of the owner
 - Conserve, protect and share these resources with other Students and internet users
- iii. Respect and practice the principles of community
 - Communicate only in ways that are kind and respectful
 - Report threatening or discomfoting materials to a lecturer
 - Not intentionally access, transmit, copy or create material that violates the School's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass)
 - Not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the School's code of conduct
 - Not send spam, chain letters, or other mass unsolicited mailings
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project

M O T I V A T E .

C U L T I V A T E .



- iv. Students may, if in accord with the policy above
 - Use direct communications such as online chat or instant messaging with a lecturer's permission
 - Install or download software, if also in conformity with laws and licenses, and under the supervision of a lecturer
 - Use the resources for educational purposes
- v. Consequences for Violation. Violations of these rules may result in disciplinary action, including the loss of a Student's privileges to use the school's information technology resources.
- vi. Supervision and Monitoring. School and lecturers monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrator reserves the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline and security of any Student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence or crime to law enforcement.

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

25. Counselling

- a. Counselling programs shall include but not limited to the following:
 - i. Personal counselling in which the Student is assisted with personal, family or social concerns, when that assistance is related to the Student's education; &
 - ii. Crisis intervention, either directly or through cooperative arrangements with other resources on campus or in the community.
 - iii. Multicultural counselling in which Students are counselled with a respect for their origins and cultural values
- b. When to see a Counsellor
 - i. You are urged to contact the counsellor on any matters related to your educational progress. You are responsible for helping the counsellor by sharing information about your personal problems and social issues.
 - ii. A Student enrolled for a certain course offered by First Media Design School must see a counsellor if they are in depression or having emotional difficulties affecting their studies
 - iii. Student should seek our counsellor's assistance any time they are experiencing a problem or have outstanding issues.
- c. What to expect of your Counsellor
 - i. Maintain appointment with Student on a timely basis
 - ii. Offer guidance and advice to the specific issues the Student is facing
 - iii. Conduct themselves in a professional manner

E D U C A T E .

M O T I V A T E .

C U L T I V A T E .



FMDS Academic Programmes

Specialist Diploma Programmes

1. Specialist Diploma in Visual Communication (Graphic Design)
2. Specialist Diploma in Digital Design (UI/UX)
3. Specialist Diploma in Digital Marketing
4. Specialist Diploma in Design Management
5. Specialist Diploma in Entrepreneurship (Creative) - Pending Approval

Diploma Programmes

1. Diploma in Visual Communications (Graphic Design)
2. Diploma in Visual Communications (Multimedia)
3. Diploma in Integrated Design & Communications - Pending Approval

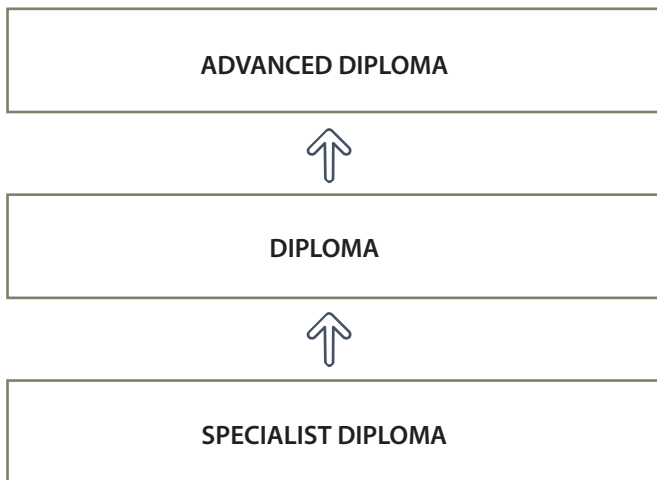
Advanced Diploma Programmes

1. Advanced Diploma in Visual Communications (Graphic Design)
2. Advanced Diploma in Visual Communications (Multimedia)
3. Advanced Diploma in Integrated Design & Communication - Pending Approval
4. Advanced Diploma in Entrepreneurship (Creative) – Pending Approval

Term and Duration of Course

FMDS has an intake every quarter, and each programme lasts approximately 6 - 12 months.

Pathway



FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

E D U C A T E .

M O T I V A T E .

C U L T I V A T E .

Disclaimer Clause

Information in this handbook is correct at the time of creation. First Media Design School reserves the right to make changes without prior notice.

Updated as at 1 May 2019



**FIRST MEDIA
DESIGN SCHOOL**
Nurturing Tomorrow's Designpreneurs

FIRST MEDIA DESIGN SCHOOL

3 / 5 TECK LIM ROAD
SINGAPORE 088383

T (65) 6337 8663
F (65) 6337 1217
E ENQUIRIES@FIRSTMEDIA.EDU.SG

WWW.FIRSTMEDIA.EDU.SG

MASTERING YOUR OWN DESIGN CAREER DESTINY

WWW.FIRSTMEDIA.EDU.SG

E D U C A T E .

M O T I V A T E .

C U L T I V A T E .