

**FSP4003 – FIELD SERVICE PROJECT
GUIDELINES FOR NUS BBA (HONOURS) STUDENTS**

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1. Course Objective

Field Service Project (FSP) enhances the relevance of the Business undergraduate curriculum by providing a structured, real company consulting project through which students apply concepts and theories from prior courses. FSP4003 serve as an integrative capstone course which builds on cumulative learning while developing essential professional skills, including leadership, negotiation, project organization, and professionalism.

2. Nature and Scope of Course/Project

- a. Credits: 8 units (equivalent to two regular courses).
- b. Duration: One or two semesters (the latter is recommended for deeper learning, better project outcomes, and more authentic consulting experience).
- c. Where projects come from:
 - Sourced by the Business School or NUS faculty members (shared via email).
 - Sourced by Students (aka Self-sourced, e.g., through personal contacts or internship companies) with School’s approval on both the companies/projects and a confirmed NUS Faculty Supervisor. As projects availability varies yearly, students are encouraged to proactively source their own projects, if possible.

- d. Payment: Companies are not permitted to provide any fees to students or faculty for FSP work. Companies may reimburse out-of-pocket expenses at their discretion. Groups are encouraged to consult their clients (companies) prior to any spending.
- e. Conflict of Interest: Declare any potential conflicts (e.g., family ties/relations to management). Non-declaration is a disciplinary offense. When in doubt, please check with the BIZ Undergraduate (UG) Studies Office.
- f. Company Briefing: NUS supervisors should align deadlines, deliverables, and expectations with company personnel. All components are due to the NUS supervisors by Monday of Reading Week (for year-long FSP, the deadline refer to the Reading Week of the second semester). Extensions are only possible in extenuating circumstances with prior BIZ UG Studies Office approval.

3. Enrolment Process

- a. The School will announce available projects via email when opportunities arise through School and faculty contacts.
- b. Interested students must apply to participate in FSP. The BIZ UG Studies Office will enrol students with successful applications to the FSP4003 course in EDUREC.
- c. Students who self-source their own projects must:
 - Secure a NUS faculty member to serve as their supervisor; and
 - Inform the BIZ UG Studies Office of the project details and supervision arrangement.

4. Team Composition

- a. Team size: Five (5) students per team.
- b. Students may form their own teams.
- c. The BIZ UG Studies Office may assign students to fill teams. Teams must accept such assignments to simulate real workplace conditions.

5. Project Scope Finalisation and Withdrawal

- a. Finalize project scope at least one month before the start of each semester (earlier if possible) to allow sufficient time for execution.
- b. Dropping of FSP4003 course after the semester has commenced is not allowed, except in extenuating circumstances approved by the BIZ UG Studies Office.
- c. A student seeking withdrawal from their approved FSP group may not join another FSP group until the BIZ UG Studies Office has approved the withdrawal and any outstanding matters are resolved.

6. Withdrawal from FSP Team Without Proper Consent or Justification

- a. If you withdraw from your FSP team without sufficient reason or proper consent from stakeholders (i.e., company, NUS supervisor, and BIZ UG Studies Office), a penalty may apply – a mark deduction of up to 10% on your subsequent project.
- b. Students are ordinarily permitted to enrol only once in FSP4003.

7. Prerequisites by Cohort

- a. For cohorts 2022/23 and before (including cohort 2023/24 who stayed on the existing curriculum):
 - Typically, have completed all core courses, accumulated at least 100 units, and a GPA of 3.2 and above.
 - BBA Year 3 Sem 2: Must have completed at least 11 of 13 core courses.
 - BAC Year 3 Sem 2: Must have completed at least 9 of 11 core courses.
 - You may proceed with FSP only if you are concurrently registered for the outstanding course(s). Promises to read do not count; you must be officially registered.
- b. For cohorts 2024/25 and onwards (and cohort 2023/24 who switched to the revised curriculum):
 - Have completed the following 12 courses and accumulated at least 80 units:
 - Business Function Courses (24 Units):

1. ACC1701 Accounting for Decision Makers
 2. MKT1705 Principles of Marketing
 3. MNO1706 Organisational Behaviour
 4. DAO2702 Programming for Business Analytics
 5. DAO2703 Operations and Technology Management
 6. FIN2704 Finance
- Business Environment Courses (20 Units):
1. BSP1702 Legal Environment of Business
 2. BSP1703 Managerial Economics
 3. DAO1704 Decision Analytics using Spreadsheets
 4. ES2002 Business Communication for Leaders
 5. RE1707 Real Estate, Society and Enterprise (2 Units)
 6. MNO2707 Business Ethics (2 Units)
- c. Credit Transfer from Student Exchange:
- You may proceed with FSP if you meet the following conditions:
 - You will transfer credit for your mapped courses as per your Honour Declaration in EduRec.
 - Your total accumulated units (NUS + Exchange) will be at least 80 or 100 units, according to points 7a and 7b.
- d. Applies to both one-semester and two-semester projects.
- e. The above prerequisites must be completed before embarking on the FSP.
- f. As applications open in advance, you are expected, at the point of application, to complete all prerequisites by the end of that same semester.
- g. Depending on the nature of the project, the supervising NUS faculty member may stipulate specific course prerequisites for enrolment.

8. Limitations

- a. Leave of Absence (LOA):
- Students are not permitted to take LOA during the semester(s) in which they plan to undertake the FSP.
 - During LOA, students' status is inactive and they cannot be enrolled in any NUS courses, including FSP.
- b. Full-time Internships:
- Students are not permitted to undertake the FSP concurrently with full-time internships, whether credit-bearing or non-credit-bearing.

9. Workload and Deliverables

- a. Time commitment: 200–300 hours per student, covering company visits/meetings, research, analysis, report writing, and presentation.
- b. Required outputs (see Appendix A for details):
- Professionally prepared management report (about 30 pages, excluding appendices).
 - Oral presentation to company personnel.
- c. Value-add mindset: Be creative and aim to add real value. Implementation work is not expected. If a company insists on implementation, students may seek the help of the NUS supervisor to explain the general policy and discourage it. However, if students are keen to work with the company to implement their proposals, they may. Do note that the latter part will not be part of the FSP grade.

10. Supervision, Assessment, and Grades

- a. Grading basis: FSP4003 is letter graded. The S/U option is not available.
- b. Supervision: Each student team is supervised by a faculty member (NUS supervisor) who liaises with the company and facilitates interactions between the company and the team. The supervisor will meet with students to monitor project progress; however, the frequency and level of interaction may vary by supervisor. Students are therefore expected to be proactive.

- c. Individual grading: The supervisor will assign an individual grade to each student, so grades within a team may differ. Assessment components are:
- | | | |
|------|------------------------------------|------------------------|
| i. | Final Team Report | – 45% (see Appendix A) |
| ii. | Presentation to the Company | – 15% (see Appendix A) |
| iii. | Individual Learning Journal | – 20% (see Appendix A) |
| iv. | Project Management and Peer Review | – 20% (see Appendix B) |
- d. Company feedback: Companies may provide feedback on team’s presentation and report; however, the supervising faculty member determines the final grade, as company ratings may not be comparable across projects and can be influenced by company-side factors (e.g., limited disclosure or staff changes).

11. Challenge/Problem Resolution

- a. Expect challenges as part of the learning process. Common issues include:
- Team conflicts or members withdrawing from project team before completion
 - Unclear project scope or structure
 - Disagreements over deliverables or word limits
 - Difficulty contacting the company or its representatives
- b. If you cannot resolve an issue within the team, seek guidance from your supervisor.
- c. If the problem remains unresolved, escalate to the Assistant Dean (Undergraduate Studies) at (bizad4@nus.edu.sg).
- d. If a student wishes to withdraw from the project team or the team from a company/project, written consent from all parties (company, supervisor, and the BIZ UG Studies Office) is required. If consent cannot be obtained, all parties must meet with the BIZ UG Studies Office to resolve the matter. Students are not allowed to start a new FSP, with the same company or otherwise, until the issue has been amicably resolved.

12. Special Series Field Service Project (SS FSP)

The Special Series FSP (SS FSP) is offered annually and typically spans two semesters, starting in either January or August depending on the specific programme.

The primary distinction from the regular FSP is the assessment components. SS FSPs include more graded components while maintaining a comparable workload. Some SS FSPs offer publication opportunities. The detailed grading scheme will be communicated at the FSP briefing, with briefing information sent via email.

- a. Enterprise 50 (E50) SS FSP:
- Student Teams will indicate their interests during application round. Subsequently, they will be assigned an E50 company by the School by January.
 - Teams will prepare company profiles that may be published in Business Times newspaper from July to October ahead of the Annual E50 Awards Gala Dinner.
 - Students also produce in-depth profiles that are compiled into a book launched at the Annual E50 Awards Gala Dinner in November each year. Book proceeds support the E50–NUS Business School Bursary.
 - SS FSPs provide rare opportunities to work directly with CEOs and founders, learning from leaders in their respective fields.
 - For more details, please refer to the E50 FSP Course Outline, which is available on the FSP website.
- b. Integrated FSP (IFSP) for Double Degree Students (Law + Business):
- IFSPs are conducted by the Business School. Once a project is confirmed, the School will source a supervisor.
 - While the School may source IFSP projects (as with regular FSPs), students are encouraged to source their own, as School-sourced projects may not align with timelines or suitability.
 - IFSPs must address both business and legal issues; these may be related or unrelated.
 - Word limits, assessment, and other criteria align with regular FSPs offered to Business students.
 - Given the specialised nature of IFSP, group size is flexible, subject to prior approval of the final number.

13. Overseas Travel for FSP

- a. Safety requirements:

- Review and follow NUS ORMC (Office of Risk Management and Compliance) field research safety guidelines, including the field trip manual and checklist.
- Documents are available at:
https://inetapps.nus.edu.sg/osh/portal/field_research/field_research_safety.html

b. Pre-departure approvals:

- Student teams undertaking overseas trips for fieldwork must obtain an acknowledgement email from their NUS supervisor confirming the trip is undertaken as part of the FSP.
- Complete the Pre-departure Travel Indemnity Form for Field Service Project (see Appendix C) and submit it to Ms Candy Tan from the BIZ UG Studies Office at least one week prior to the travel dates.
 - If you are below the age of 21, a parent or guardian must sign the Pre-departure Travel Indemnity Form for Field Service Project.
- Insurance: You are strongly encouraged to purchase adequate travel insurance before departure.

14. Undertaking of Confidentiality, Non-Disclosure Agreements (NDAs), and Conflict of Interest

- NDA with NUS: All FSP students must sign the NUS NDA (see Appendix D) and submit a PDF copy to BIZ UG Studies Office.
- Company NDAs:
 - If a company requires an NDA with NUS, the NUS template should be used. Inform Ms Candy Tan (candytan@nus.edu.sg) if the company wish to use their own NDA.
 - NDAs involving NUS may require Dean-level signature. Students do not need to bring up NDAs unless the company requests for one.
 - Students are not permitted to sign NDAs directly with the company.
- Conflicts of interest: Disclose any potential conflicts at the outset. Seek guidance from BIZ UG Studies Office if unsure.

15. Use of AI

For guidance on AI use in coursework, including FSP, refer to the NUS AI policy: <https://ctltnus.edu.sg/ai-community-of-practice/policies/>

16. Reminder on Professional Conduct

Students are expected to be proactive and ethical, respect stakeholders' time and information, maintain confidentiality, meet deadlines, and represent NUS professionally. For more information, please refer to the [NUS Code of Student Conduct](#).

17. Appendix Summaries

Appendix A – Final Team Report and Presentation to Company

Appendix A – Individual Learning Journal

Appendix B – Peer Assessment and Project Management

Appendix C – Pre-departure Travel Indemnity Form for Field Service Project

Appendix D – NDA with NUS

Final Team Report and Presentation to the Company

- a. Final report: Approximately 30 pages (excluding appendices). Quality matters more than length. A report is required even if the company does not request one, as it reflects industry practice, builds writing and analytical skills, and ensures consistency across teams.
- b. Report assessment focuses on: Understanding of issues, problem framing, methodology and analysis, writing quality and organization, and contribution to the company.
- c. The company will retain a copy of the final report for its records, subject to applicable confidentiality and non-disclosure obligations (e.g., NDAs with NUS or students).
- d. Presentation standards: Deliver professionally. Rehearse to ensure smooth coordination of speech and visuals, with clear diction and concise explanations. All team members must present and be ready to handle Q&A confidently. Dress in a manner appropriate to the company's culture.
- e. Presentation assessment covers: Articulation, presentation skills, subject-matter mastery, Q&A performance, and overall delivery.
- f. The final presentation must be conducted in person (face-to-face), either at the company's premises or at NUS Business School.

Individual Learning Journal

- a. 5–10 pages reflecting your learning and experience (e.g., challenges and how they were resolved, lessons learned, what you might do differently, and links between theory and practice). You should confirm any formatting preferences with your NUS supervisor.

Peer Assessment and Project Management Form

Name of Student:	
Name of FSP Company/Organisation:	

1. Peer Assessment - My assessment of the contributions put in by my group members (excluding myself) in order of ranking for the entire project is as follow:

SN	Name of group members (excluding yourself)	Ranking on Overall Contribution in terms of effort for the entire project	Score (out of 10) for group member	<u>Compulsory:</u> Please justify your reasons for the ranking of each member.
1				
2				
3				
4				

2. Project Management – Please provide information in the areas of the project you are responsible for clearly and concisely below (300 words max)
 (The project management component will be graded based on the student’s contribution towards the consulting practicum, leadership of the project, taking initiative, good work ethics, sense of commitment, client management, professionalism, conflict management, negotiation skills and being responsive.)

Signature of Student:	Date:
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* Note:-

1. Please exercise your judgment responsibly and fairly.
2. Please do not rank any two persons equally.
3. Students who do not submit the completed form for peer assessment as instructed will be penalized and will receive a “0” for the marks awarded for his peer review.
4. Your marks will be subjected to moderation by NUS Supervisor.

Pre-departure Travel Indemnity Form for Field Service Project

Instructions:

1. Please complete and bring this form when you check in for the Event.
2. Fill Section 1 and 2.
3. Complete either Section 3A (Adult Participant) OR Section 3B (Parent/Guardian of Participant), as applicable.
4. A witness who is above 21 years should also sign.
5. Send the duly completed form to BIZ UG Experiential Learning at (biz-ug-explearn@nus.edu.sg).

Section 1: Event Details

Event Name:	
Location:	
Date(s):	
Organising Agency/Department (NUS):	

Section 2: Participant Details

Full Name:	
NRIC/Passport No.	
Contact No.	

Section 3A: Declaration by Adult Participant – Complete this section if you are 21 years or above and signing for yourself.

By signing below, I confirm (please tick in the box):

- I am participating in the Event of my own free will and volition and understand the risks involved.
- In consideration of being permitted by the Organising Agency, National University of Singapore (“NUS”), to participate in the Event, I agree as follows, to the extent permitted by law:
 - a) I absolve, acquit, and discharge NUS and its officers, servants, employees, agents, and volunteers from any responsibility, actions, causes of action, claims, demands, and obligations arising from any loss or damage (including, without limitation and to the extent permissible by law, physical injury, loss of life, or property damage) caused by or sustained as a result of my participation in the Event.
 - b) I will indemnify and keep indemnified, save and hold harmless NUS and its officers, servants, employees, agents, and volunteers against all losses, claims, demands, actions, proceedings, damages, costs or expenses (including legal fees) and any other liability arising in any way from my participation in the Event.

Signature of Participant:	Date:
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In the presence of:

Signature of Witness:	Name of Witness:
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Section 3B: Declaration by Parent/Guardian for Participant – Complete this section if the participant is under 21 years old.

Full Name of Parent/Guardian:	
NRIC/Passport No of Parent/Guardian.	
Relationship to Participant.	

By signing below, I confirm (please tick in the box):

- My child/ward is participating in the Event of their own free will and volition and I understand the risks involved.
- In consideration of being permitted by the Organising Agency, National University of Singapore (“NUS”), to participate in the Event, I agree as follows, to the extent permitted by law:
 - a) I absolve, acquit, and discharge NUS and its officers, servants, employees, agents, and volunteers from any responsibility, actions, causes of action, claims, demands, and obligations arising from any loss or damage (including, without limitation and to the extent permissible by law, physical injury, loss of life, or property damage) caused by or sustained as a result of my child/ward’s participation in the Event.
 - b) I will indemnify and keep indemnified, save and hold harmless NUS and its officers, servants, employees, agents, and volunteers against all losses, claims, demands, actions, proceedings, damages, costs or expenses (including legal fees) and any other liability arising in any way from my child/ward’s participation in the Event.

Signature of Participant:	Date:
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In the presence of:

Signature of Witness:	Name of Witness:
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Non-Disclosure Agreement & Undertaking of Confidentiality

Instructions:

1. Complete all fields and check the acknowledgement boxes.
2. Upload the duly completed form before the Project commences using filename: <StudentID_Name>.

Section A: Parties and Project Information

To: National University of Singapore, acting through NUS Business School

From:

Student Full Name:	
Student ID:	
Date (Start of Semester or Project commencement):	Click here to select
Company (providing Confidential Information):	
Project Title (as per Project Outline):	

Section B: Acknowledgements and Undertakings

In consideration of being selected to participate in the Project and receiving Confidential Information of the Company, I irrevocably and unconditionally undertake to NUS Business School that:

Use and Disclosure Restrictions:

- I will not use any Confidential Information except in connection with or solely for purposes of the Project, at any time during the Project or after its completion/termination.
- I will not divulge any Confidential Information to any third party, nor copy, reproduce, or allow any person to copy or reproduce the Confidential Information, at any time during the Project or after its completion/termination.
- I will not remove any Confidential Information from the Company's premises, except with the Company's prior written consent.

Confidentiality Obligations:

- I will hold and keep in strictest confidence all Confidential Information and comply with any further disclosure or use restrictions communicated by NUS Business School or the Company.

Reporting Obligations:

- I will immediately report to NUS, via the Dean of NUS Business School, any unauthorized use, duplication, or disclosure of Confidential Information by myself or others.

Return of Materials:

- Upon completion or earlier termination of the Project, I will return to the Company and/or NUS Business School all Confidential Information and any material or media containing Confidential Information that were made available to me.

"Confidential Information" means any statement, contract, agreement, specification, drawing, report, knowledge, or information (financial or non-financial), however generated in relation to the Project and provided by the Company, in any form or contained in any media:

- Relating to the Company, including data, records, and other information relating to the Company's business activities; and/or
- Disclosed by the Company to me that is:

- in writing or other tangible form and clearly marked as proprietary or confidential at the time of disclosure;
or
- not in tangible form but clearly identified by the Company as proprietary or confidential at the time of disclosure.

Duration and Discipline:

- I acknowledge that these obligations continue after I have submitted the Project.
- I am aware that failure to adhere to the above provisions may subject me to NUS' disciplinary process.

Conflict of Interest Declaration:

- I do not have a relationship with any employee of the Company that may be perceived to give rise to a conflict-of-interest situation.

If you cannot tick the box above, please describe the relationship and perceived conflict:

Click or tap here to enter text.

Section C: Signature

Signature of Participant:	
Name of Participant:	
Student ID:	Date: