

**NUS BUSINESS SCHOOL**  
**BHD4002 BBA DISSERTATION APPLICATION FORM**

**Please read the following instructions:**

1. This form must be completed by students applying to take BBA dissertation after discussion with the supervisor.
2. The supervisor must be a faculty member of NUS Business School
3. All sections of this form must be completed. Changes to the format of this form (e.g. delete a section or a question etc.) is NOT allowed.
4. Students may attach additional pages (if needed) to support your proposal.
5. BBA dissertation is an 8-units course completed over one semester. The course can count towards major, second major, or as an Unrestricted Elective (UE).
6. Please submit the completed form (with necessary supporting documents) **no later than the Monday of Week 1 in Semester 1 or 2** of the Academic Year
7. Each submission is subject to review. Students should not start working on the dissertation unless it has been officially approved by the UG Deanery (BBA Office).
8. You should save this file and send it to Mr. Liong Wai Loon([wailoon@nus.edu.sg](mailto:wailoon@nus.edu.sg)) and name the file using the following naming convention: (your student number)- (BHD4002)- (semester and academic year).
9. By submitting the form, students hereby declare that the information provided in this submission is true, accurate, and complete to the best of their knowledge.

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**Section A: Student's Details**

Name	
NUS Student Number	
Primary Major	
Year of Study	
Cumulative GPA	
Number of Units Completed	
Contact Email	
Contact Number	

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**Section B: How Do You Intend BHD4002 to Count Towards Your Degree?**

(Please Select **ONE** option below)

- ☐ Major Requirement  
If selected, specify your Major: \_\_\_\_\_
- ☐ Second Major Requirement  
If selected, specify your Second Major: \_\_\_\_\_
- ☐ Unrestricted Elective (UE)

**For Major/Second Major:**

List all compulsory courses you have completed for your major or second major (e.g., Finance Major: FIN3701, FIN3702, FIN3703):

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## Section C: Dissertation Proposal

Proposed Dissertation Title:

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Research Area/Topic:

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Brief Description of Proposed Research (maximum 300 words):

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## Section D: Supervisor Details

Name	
Department	
Email	

**You must secure a faculty supervisor. Please attach email confirmation if available.**

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## Section E: Entry Requirements Checklist

Please check all that apply:

- ☐ I have completed at least 120 units.
- ☐ I have completed all BIZ environment and function (core) courses.
- ☐ I have completed all required compulsory courses for my major/second major (if applicable).
- ☐ My cumulative GPA is 4.5 or higher.

If your GPA is < 4.5, please attach a supervisor's endorsement.

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## Section F: Dissertation Structure & Acknowledgement

- ☐ I acknowledge that BHD4002 is an 8-unit dissertation course, normally conducted over one semester (unless otherwise approved).
- ☐ I will not exceed the recommended course workload for the semester.
- ☐ I understand that the assessment scheme is as follows:
  - Regular interaction with supervisor: **10%**
  - Mid-term submission (Introduction, Literature Review, Research Methodology), due Monday of Week 7: **20%**
  - Oral Presentation: **10%**
  - Final dissertation: **60%**

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## Section G: Declaration by Student

I declare that all information provided is true and correct. I understand the requirements and expectations for BHD4002.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Section H: Review and Approvals**

### **1. Supervisor Agreement:**

I agree to supervise the above student for BHD4002.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **2. Review and Approval by Head of Department**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **3. For BBA Office use ONLY**

Review by Assistant Dean/Vice Dean\*

Name: \_\_\_\_\_

Decision: ☐ Approved ☐ Not Approved

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Important Information:**

1. Extension of dissertation submission is rarely granted. It is only allowed for exceptional reasons and requires approval from Assistant Dean (Undergrad Academic).

Below are some common examples (not exhaustive) of reasons for extension that are not valid:

- The research process (including data collection) taking longer than expected.
  - New angle to the research question which will significantly improve the quality of the research.
  - Unexpected commitments or activities (within and/or outside of the program) besides the dissertation.
  - Compassionate grounds involving personnel who fall outside NUS definition of “immediate family members”
2. Any change in the proposal needs to be approved by the supervisor, and students must inform Mr Liong Wai Loon ([wailoon@nus.edu.sg](mailto:wailoon@nus.edu.sg)) of the change.

### **Final Dissertation Submission Guidelines**

Please submit the following:

- A. Soft copy (PDF Format) to Mr Liong Wai Loon ([wailoon@nus.edu.sg](mailto:wailoon@nus.edu.sg)). Please indicate the dissertation title, your name and student ID on the cover page of the dissertation. Hardcopy report submissions are NOT required.
- B. The dissertation cannot be more than 40 pages, including appendices, tables and figures but excluding title page, contents, acknowledgments, references, questionnaires and computer listings. It must be typewritten with reasonable font size (12-point), double-spacing, and adequate margins (1 inch top, bottom, right and left).
- C. Marks may be deducted for non-compliance with the page limit.

If you have questions, please contact Mr Liong Wai Loon ([wailoon@nus.edu.sg](mailto:wailoon@nus.edu.sg)).