

## REGISTRATION and CONDITIONS - DBA Program

### 3 - Year Program

The DBA study generally spans a period of 3 years. A shorter period is unlikely, although some exceptional students complete in 2 years. A longer period is possible, depending on the supervisor. The maximum study length permitted for a DBA is 6 years.

### DBA Admission Requirements

- A master's degree in business or in a business related area, from a recognized university or institution  
OR  
the equivalent in terms of significant work experience (for professionals over 40 years of age) in a senior position of responsibility including management experience, adding up to a minimum total of 10 years of relevant professional experience.
- At least 5 years' pre or post-master relevant professional working experience
- Fluency in English at a TOEFL level of 90 or equivalent.

### DBA Admission Process

There are no fixed entry points to apply for the BSL DBA program. Applications are treated on an individual basis and are accepted depending on the priorities and availability of BSL thesis advisers.

The BSL Admissions Committee only reviews complete application file, including the following documents:

- DBA Application form fully completed and signed
- A description of your research interest including context, assumptions, research interest and an overview of related literature (both supportive and critical).
- Official Transcripts and Copy of your College/University degree(s)
- Curriculum Vitae (overview of studies, relevant working experience and activities)
- A convincing motivation essay highlighting:
  - your perspective on your professional future
  - reasons why you wish to undertake a DBA
  - why you believe BSL is the right school for you
- Two reference letters from current or previous employers
- Two passport photographs

Upon receipt of your file, you can expect a response from the Admission Office within 4 weeks. If your application is considered interesting, you will be invited for an Interview at BSL (must take place in person – no telephone interviews for doctoral studies).

### Registration & Fees

DBA students must be formally registered into the DBA program at Business School Lausanne and must have paid the registration and year-1 tuition in full, before starting their DBA research.

Part-time DBA students are DBA students are not employed by BSL.

# Terms and conditions

## 1. Tuition fees for the BSL DBA Program:

### **Administrative Registration Fee: CHF 4'800**

Includes application processing, evaluation, personal interviews, meetings with supervisors, DBA Director at BSL to shape Thesis Outline.

### **Year 1 Tuition Fee: CHF 18'000**

For year 1 of research and supervision including finalizing thesis proposal and planning

### **Year 2 Tuition Fee: CHF 10'000**

For year 2 of research and supervision

Year 2 and following year(s) are payable in October of the year before.

### **Year 3 Tuition Fee: CHF 10'000**

For year 3 of research and supervision

After year 3, every extra year in which your Final Thesis is not approved will be charged a set fee of CHF 10'000. The thesis may be completed in a maximum of 6 years.

### The tuition fee includes:

- Services of the BSL (research symposium, methodological courses, one-to-one consultations, assistance in publishing working papers, assisting with external research grants etc.)
- Full and unlimited access to BSL on-site and electronic library
- BSL graduation ceremony

### The tuition fee does not include:

- Expenses related to external courses, conferences, data, books or other research resources
- Postal and other printing expenses
- Potential cost of co-supervision
- Consultancy over and above a supervisory role
- Additional meetings with the DBA Director for input on the thesis

Please make all payments in favor of BSL, Lausanne IBAN no CH80 0076 7000 K090 7585 6 with Banque Cantonale Vaudoise, swift code BCVLCH2LXXX or IBAN: CH96 0024 3243 G056 9576 0 with UBS, swift code UBSWCHZH80A

## 2. Late payments:

- BSL reserves the right to withdraw DBA candidacy if the payment of the invoice has not been made in accordance with the payment deadline.
- Balances which remain outstanding beyond the deadline for payment may be subject to a 1% monthly interest charge.
- The diploma will only be released upon full settlement of the candidate's account.

## 3. Cancellation Procedure:

- If BSL has confirmed either Preliminary or Final Acceptance and the candidate has paid the fees but subsequently wishes to cancel the application, BSL has to be notified of this decision in writing and by registered mail.
- In the event of cancellations being received by BSL before the program start BSL will be entitled to 50% of the fees due in respect of the first year. Payments in excess of this percentage will be refunded.

**4. Leaving the program – Financial effects:**

- If a candidate wishes to withdraw from the program for whatever reason, BSL has to be notified in writing as soon as possible. The year in which the notice is given and an administrative fee of CHF 4'000.—remain payable.
- If a candidate is asked to leave the school for academic/disciplinary reasons in accordance with the “Student Policy Manual” or due to unpaid fees, the fees are payable as indicated above.