

REGISTRATION TERMS and CONDITIONS – Executive DBA Program (E-DBA)

3-Year Program

The Executive DBA study generally spans a period of 3 years. However, the maximum study length permitted is 6 years

Executive DBA Program Admission Process

The program has two intakes per year, September and February. It is recommended to apply no later than three months before the intake.

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

- E-DBA application form completed and signed
- Official transcripts and copy of your college/university degree(s)
- Curriculum vitae (overview of studies, relevant working experience and activities)
- A convincing motivation letter highlighting:
 - your perspective on your professional future
 - reasons why you wish to undertake a E-DBA
 - why you believe BSL is the right school for you
- Proof of English language proficiency
- Two reference letters from current or previous employers
- One passport photograph
- Copy of ID card

Upon receipt of your file, you can expect a response from the Admission Office between 2 to 4 weeks at the latest. If your application is considered interesting, you will be invited for an interview in person, by Skype or by phone.

Terms and conditions

Tuition fees for the BSL E-DBA Program:

**Year 1: One-time administrative fees: CHF 1,900
Tuition Fee: CHF 10,000**

Year 2 Tuition Fee: CHF 24,000

Year 3 Tuition Fee: CHF 24,000

Any additional year will be charged CHF 12,000 with a limitation of a maximum 3 additional years and exclude participation to seminars after year 3.

In year 2, the tuition fees include accommodation and food. In year 2, the tuition fee only covers lunch and breaks and no accommodation during the courses.

Program content and duration:

This three-year program consists of:

First year: The role of business in the era of the Sustainable Development Goals (SDGs)

- 12 days of courses focused on clarifying the role of business in the context of existing and emerging Grand Challenges of our times. Pre-approved 2-day courses include the following options, currently available at BSL:
 - Business in the era of grand challenges
 - Best practices in sustainability strategies
 - The business case of positive impact
 - Working with global stakeholders
 - Marketing approaches for sustainable products and services
 - Supply chains challenges in a VUCA world
 - Measuring sustainability performance
 - Social entrepreneurship
 - Strategic raw material sourcing

Additional courses are offered every semester (see: BSL seminars)

Second year: Clarifying the role of an individual change-maker in an organization

- Two one-week seminars in Switzerland or Southern Europe:
 - Personal assessment of change-maker strengths and developmental areas
 - Reflection on professional experience and definition of area of expertise
 - Sketching of an in-company transformation project to study change-making effectiveness in a relevant area for you
- Independent study before and after the seminars
- Monthly 1.5 hour webinars and independent work, including the completion of your Global Leadership Profile to develop an understanding of your personal leadership capacity (starting to draft the personal development reflection paper to be completed in year 3)
- Building on insights obtained in year 1, write a literature review about a topic of your choice as discussion input for the 1st seminar week
- In-company work accompanied by a coach: preparation and set-up of the in-company transformation project

Third year: Developing and assessing change-maker capacity and effectiveness

- Two one-week seminars in Switzerland or Southern Europe:
 - Assessing your personal effectiveness as a change-maker during the in-company project
 - Reflecting on the in-company transformation project in terms of challenges, achievements, lessons learned
 - Coaching a year-2 student and teaching in area of expertise and in-company transformation project
- Independent study before and after the seminars
- Monthly 1.5 hour webinars and independent work
- Completing the personal development reflection paper outlining your strengths and development areas
- Updating and finalizing the literature review paper about your topical interest
- Completing the in-company transformation project in a comprehensive practitioner-oriented case study highlighting intended versus achieved change and related learnings

Required output for graduating:

- ✓ Successful completion of a total of 12 days (6 two-day modules) of executive-level courses addressing the responsibility of business in the context of the existing and future Grand Challenges *
- ✓ Active participation in 4 one-week retreats (in Switzerland or Southern Europe – to be determined)
- ✓ Successful completion of all pre- and post-seminar work in year 2 and 3
- ✓ Coaching of at least one other student and teaching or facilitation during two retreats
- ✓ A literature review about a topic of choice (2500-3500 words)
- ✓ An evaluative practitioner-oriented case study about the in-company transformation project (max. 5000 words)
- ✓ Active participation in the monthly webinars to develop your reflective practitioner's skills
- ✓ A personal development reflection paper: the change maker's journey (1500-2500 words)

Estimated workload:

Approximately 450 to 550 hours per year including taught modules, seminars, webinars and independent study and in-company transformation project, adding up to 1500 hours in 3 years, or about 40 hours per month:

	Total	Year 1	Year 2	Year 3
Hours:	1500	450	500	550
- Modules, seminars & webinars		150	100	100
- Independent study		300	50	50
- Literature review			80	50
- In-company transformation project (6 months preparation, 6 months intervention)			170	100
- Evaluation of the in-company transformation project as a case study			40	170
- Personal development reflection paper			60	80

OTHER FINANCIAL TERMS

1. Late payments:

- The annual fee is due prior to the start of the year and admittance to the year is subject to receipt of payment.
- BSL reserves the right to withdraw E-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.

2. 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.

3. Leaving the program – Financial effects:

- If a candidate wishes to withdraw from the program for whatever reason, BSL must be notified in writing as soon as possible. The fee of the year in which the notice is given and an administrative fee of CHF 4,800. — remain payable.

4. Interruption of studies – Financial effects:

- Potential open fees: students wishing to interrupt their studies, need to give notice prior to BSL issuing the next year fee.
- Cost of interrupting your studies: if a student wishes to interrupt the E-DBA program and to stay in the program, BSL will charge a one-time fee of CHF 1'000. Lack of payment within 30 days of invoice is interpreted as a student preferring to stop rather than to interrupt their studies.
- Multiple interruptions: BSL grants each student maximum one interruption in the program during its duration. A further interruption would automatically be interpreted as a desire to stop the program.
- Stopping the program: a student can interrupt a program at the end of each calendar year, with a 30-day advance notice to the BSL administration prior to a new invoice being issued. Stopping or interruption a program mid-year will not result in a partial reimbursement of paid fees.
- Ending the program: as soon as the last element of all graduation requirements is formally approved and accepted, the candidate is formally considered as ready to graduate. The relevant annual fee will be reimbursed pro tempore to the student.

5. Conditions to restart your studies:

BSL will alert students in interruption with as much advance notice as possible (ideally 2-3 months) as to when their next opportunity to restart your studies will occur. To ensure the quality of the programs, students in interruption will not be allowed to continue their studies with their old cohort.

- You will restart your studies at the beginning of the year in which you have interrupted your studies (at the beginning of year 1, year 2, or year 3)
- In order to ensure the quality of future cohorts, BSL reserves the right to request candidates in interruption to pass additional tests of qualification prior to readmitting them to the program. Depending on the extent on such additional tests, the cost of such tests will be passed onto the qualifying student.
- The maximum study time for the E-DBA program remains six years and includes the interruption period of the concerned student.