

REGISTRATION TERMS AND CONDITIONS

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DBA Program

Duration

The duration of the program is from three to six years (excluding interruptions), depending if it is undertaken as a full-time or as a part-time academic undertaking for the student.

If the duration of the program exceeds six years (interruptions excluded), the Committee of the Doctoral School will discuss the situation with the student and decide upon next steps.

DBA Program Admission Process

The BSL DBA program has two intakes per year, September and February.

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

- 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)
- Completed Letter of Intent and Research Proposal document
- Proof of English language proficiency
- Evidence of academic achievements (1 academic reference + master thesis) or evidence of professional proficiency (1 general reference letter)
- One passport photography
- Copy of ID card

Upon receipt of your file, you can expect a response from the Admission Office between 1 to 2 weeks at the latest. If your application satisfies the requirements, you will be invited for an interview in person, by skype or by phone, which will start the designation process of your supervisor. The designation of the supervisor is an iterative process conducted by the management of the program to make sure that you can start the program effectively.

Terms and conditions

Tuition fees for the BSL DBA Program:

Year 1: One-time administrative fees: CHF 1,900 (non-refundable) + Tuition Fee: CHF 14,000

Year 2 Tuition Fee: CHF 14,000

Year 3 Tuition Fee: CHF 14,000

Any additional year will be charged CHF 14,000.

Program phasing

Phase 1 - Admission

The entry requirements check is the starting point of the admission process, the primary purpose of which is to provide candidates with guidance and advice on their personal capacity to embark on the DBA journey.

Aside from the administrative tasks required for acceptance on the course, the admission process incorporates a Letter of Intent and a first Research Proposal document.

Phase 2 - Definition of the Research question (estimated duration under optimal conditions: 18 months)

Once admitted on the program, in order to start the research process, a consultancy session will be held with the management of the Doctoral School, in order to shape the first step of the research process.

This will allow you to contextualize the ways in which BSL will assist you in reaching the aims and outcomes that you wish to achieve via the course.

Following this consultancy session, a thesis supervisor will be appointed to the student.

During Phase 2, in collaboration with their supervisor, the candidate elaborates a Literature review along with a first assignment based around the Case study. Both the Literature review and the Case study are founded on the assumptions of the Research proposal.

During this phase, the match between the assigned supervisor and the student is assessed. If the Literature review and/or Case study lead to a Research question demanding an unexpected field of expertise the flexibility of approach to the study that we provide means that a new or an additional supervisor can be assigned to the student.

Phase 3 - Action plan

The Literature review and the Case study are presented to and subsequently discussed in collaboration with the supervisor and the Executive Committee of the Doctoral School, in order to achieve a final validation of the Research question.

The presentation can be made by the candidate either in person at BSL Lausanne Campus or alternatively via Skype if the candidate cannot attend in person.

After a consolidated validation of the Research question, an Action plan will be determined with the Student to prepare the student for Phase 4 and set the first milestones for the proper writing of the DBA Thesis.

Phase 4 - Writing the Thesis (estimated duration under optimal conditions: 18 months)

The DBA dissertation, centered on the research carried out throughout the program, is the primary piece of work that is assessed for the eventual award of the Doctoral degree.

In accordance with the supervisor, a progression pace is defined towards the completion of the dissertation, including submission of the thesis and deadlines for advancement.

Regular feedback, support and progression monitoring during the thesis phase 4, will be provided in order to make sure that the candidate has the appropriate guidance during the writing process, whilst simultaneously ensuring the timely completion of the thesis. The dissertation will comprise a revised literature review.

Phase 5 - Oral Defense

The assessment of the DBA Thesis includes a face-to-face Viva Voce (oral defense) examination held at BSL.

The Viva is assessed by a minimum of two appropriately qualified examiners, who hold a doctoral level research degree.

Phase 6 - Publication

The DBA dissertation is published on the BSL repository and can be subject to publication in a scientific journal with the help of the school, if the candidate presents an appropriate article, based on the dissertation, to the Executive committee of BSL's Doctoral School.

Required output for graduating:

- ✓ A literature review about a topic of choice (minimum of 3'000-5'000 words, but depending on the research question).
- ✓ An evaluative practitioner-oriented case study (minimum of 5'000 words, but depending on the subject). Depending on the chosen research question, a second case study might be needed or another appropriate qualitative or quantitative research methodology should be applied in addition to the first case study.
- ✓ A dissertation, the length of which should make for extensive coverage of the subject of the thesis. At doctoral level, dissertations of 70'000 to 90'000 words excluding appendices are common. Appendices include elements such as table of contents, abstract, acknowledgements, list of figures, tables, list of symbols and abbreviations, list of publications and papers presented along with other relevant appendices.
- ✓ An oral defense of the dissertation.
- ✓ Publication of an amended version of the dissertation on BSL repository and, if possible, publication of an article.

Desired, yet not mandatory output

- ✓ Active participation in one or more DBA Acceleration Weeks (DAW).

The goal of the DBA Acceleration Weeks (DAW) is to help students accelerate the process of their doctoral studies and work towards meeting the deadlines set regarding the completion of their DBA program.

- ✓ Coaching of at least one other student and teaching or facilitation during one or more DBA Acceleration Weeks (DAW) is encouraged.

Course work:

- ✓ Two non-mandatory one-week seminars per year (DBA Acceleration Weeks – DAW)
- ✓ Webinars
- ✓ Individually supervised research

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 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 or stop their studies, need to give notice with a 30-day advance to the BSL administration prior to a new invoice being issued. The fees are issued as follow: beginning of January for the February intake and beginning of August for the September intake.
- Cost of interrupting your studies: if a student wishes to interrupt the 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. Only exceptional circumstances may lead to a second accepted interruption by BSL.
- Stopping or interrupting a program mid-year will not result in a partial reimbursement of the 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 tempo rata to the student.

5. Conditions to restart your studies:

- 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.