

**PROCEDURE FOR THE AWARD OF THE
CERTIFICATE OF RESEARCH IN BUSINESS ADMINISTRATION**

1. For full details of the written component of the DBA thesis project leading to the award of the CERTIFICATE OF RESEARCH IN BUSINESS ADMINISTRATION, please consult the following page in English on the Business Science Institute web site:

<http://en.business-science-institute.com/certificate-of-research-in-business-administration/>

Certificate of Research in Business Administration

Candidates are required to participate in 5 research seminars in Year 1 of the Executive DBA programme, as follows:

1. Seminar 1 – Introduction to doctoral studies
2. Seminar 2 – Thematic paradigms 1
3. Seminar 3 – Thematic paradigms 2
4. Seminar 4 – Qualitative research methods
5. Seminar 5 – Quantitative research methods

In addition to successful completion of the above research seminars, candidates are required to submit a DBA thesis project, which once approved will be presented orally during the Annual International Week held in Wiltz, Luxemburg at the end of the month of September. Upon successful presentation of the project thesis at the end of this procedure, candidates will be awarded the Certificate of Research in Business Administration from the Business Science Institute and from the University of Technology Sydney Business School (AACSB accredited).

The procedures for the written component and the oral examination of the DBA thesis project involve the following stages.

Approval by Professor Michel KALIKA (Business Science Institute Scientific Advisor), to whom the projects are submitted between January and May each year via the administrative support team for each DBA programme. Once approved, the projects are then submitted to Professor Emmanuel JOSSERAND at University of Technology Sydney Business School for approval and comments.

These comments are then sent back to the administrative support team of each DBA programme, as well as to each DBA candidate who incorporates them into a final version of their thesis project for presentation and examination during the Annual International Week held in Wiltz, Luxemburg at the end of the month of September.

The thesis project should include the following sections (for guidance only):

- Project title
- Area of research, relevance, and contribution to the area
- Research question being addressed
- Literature review
- Research model or the analytical framework
- Proposed research methodology or methodologies
- Data analysis plan
- Expected results
- Expected managerial recommendations,
- Bibliography.

The written document should be approximately fifteen pages long and presented in Word format. The final version of the thesis project should be sent by email to the relevant administrative support team at the Business Science Institute 15 days before the oral examination date. The candidate's PowerPoint presentation will be attached to the email. The administrative support departments will inform candidates of final submission deadlines.

2. Approval of the thesis project is given by the following members of staff (cf. above):

- a) The thesis supervisor,
- b) The Business Science Institute scientific advisor,
- c) The representative from the University of Technology Sydney Business School.

The final document and details of the 3 stages outlined above are kept on file at the Business Science Institute.

3. The thesis project for the Certificate of Research in Business Administration is subject to a 15-minute long oral presentation to a jury of at least two professors during the Annual International Week in Wiltz, Luxemburg.

4. The thesis project is subject to a general examination by the jury, who decide to award or not, the Certificate of Research in Business Administration, as follows:

A – In the case of an unsatisfactory presentation, the candidate may be authorised to present the project again to the jury by Skype within a given space of time.

B – In the case of a satisfactory presentation, the candidate will be awarded 2 certificates, as follows:

1. The Certificate of Research in Business Administration - Business Science Institute,
2. The Certificate of Research in Business Administration – University of Technology Sydney Business School.