

DBA REGISTRATION TERMS AND CONDITIONS

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 four intakes per year: February, May, September and November.

There are two tracks to onboard onto to the DBA program. The direct application track means that you work with the support of the admissions team on submitting your research topic. The second track involves enrolling in a 4-part workshop with a BSL Faculty member who will guide you through creating your research topic.

Candidates articulating onto the BSL DBA program at the end of the Faculty Lead workshop, receive a one-time CHF 1'000 discount toward the first year DBA tuition fee.

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 & Research Topic
- Completed Research Topic Proposal document (depending on track)
- 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 photograph
- Copy of ID card
- Payment of the CHF 120 Application Fee

Upon receipt of your file, you can expect a response from the Admissions Office between 1 to 2 weeks at the latest. If your application satisfies the requirements and you accept the offer of Admission, you will be invited for a deep-dive of your research topic, by video conference or by phone, which launches the designation process of your supervisor. The designation of the supervisor is an iterative process conducted by the management of the program to ensure that you begin the program effectively.

Terms and conditions

Faculty-Led Workshop:

Flat-Fee CHF 2,000* payable upfront upon registration and non-refundable

Tuition fees for the BSL DBA Program:

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

*Successful program articulation from the Faculty-Led Workshop provides a CHF 1,000 tuition discount

Year 2 Tuition Fee: CHF 14,000

Year 3 Tuition Fee: CHF 14,000

Any additional year will be charged CHF 14,000

The duration of the DBA program is of 3 years minimum and of 6 years maximum depending on the student's academic progress during the program, and the duration of the review process between the submission of the Thesis Dissertation by the student to the Doctoral School for review, and the acceptance (Post Oral Defense) of the amended final version of the Thesis Dissertation, by the Thesis review committee.

Deferral Policy DBA:

DBA candidates apply for a given intake.

Once the DBA candidate has been admitted in the program, the selected intake is final and cannot be deferred to another term.

Program phasing: Direct Application OR Successful Articulation from Faculty-Led Workshop

Phase 1 - Admission

The program consultation and subsequent support provided during your application 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. There are two possible tracks to complete your application and on-board onto the DBA program, either directly with our admissions team or through the faculty-led workshop and submission of the required application documents.

The Faculty-led workshop serves as a valuable opportunity aimed at assisting candidates in the successful refinement of their Research Proposals (RPs) and does not guarantee an entrance into the DBA program. Prospective candidates may be granted admission subsequent to the workshop, contingent upon the attainment of a satisfactory Research Proposal (RP).

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 – Binding of your Thesis Dissertation

After final approval of the finished Thesis Dissertation, hard bound copies of the DBA dissertation are handed in by the candidate.

The copies will be rendered accessible upon request at BSL.

BSL encourages students to get all or part of their Thesis Dissertation formally published as a book or as a scientific article.

Required output for graduating:

- ✓ A literature review related to your research question
- ✓ One or more evaluative practitioner-oriented case studies. Depending on the chosen research question, additional case studies might be needed or another appropriate qualitative or quantitative research methodology should be applied in addition to the first case study research. Methodological choices are discussed with the supervisor and the requirements will be adapted accordingly.
- ✓ 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.
- ✓ A successful held oral defense of the Thesis dissertation.
- ✓ The completion of all administrative requests related to the finalization of the Thesis dissertation including the Thesis binding.

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. Study break – Financial effects:

- Potential open fees: students wishing to take a break 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 payable according to the program cost overview provided during the admission process.
- Cost of taking a break in your studies: if a student wishes to take a break in 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 breaks: BSL grants each student maximum one break in the program during its duration. Only exceptional circumstances may lead to a second accepted break by BSL.
- Stopping or taking a program break 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 tempore 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 on break 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.

Business School Lausanne reserves the right to change or modify in part or completely any course description and/or program in the interests of all parties concerned. The place of legal venue for any dispute shall be Lausanne, Vaud, Switzerland.

I,, hereby certify that I have read and understood the “Registration Terms and Conditions” and sign in acceptance of these conditions. I fully adhere to the rules and regulations of the school. I also confirm that the information entered by myself on the application form is correct.

First Name: _____

Family Name: _____

Date: _____

Signature of Applicant: _____

Please return your completed application file to the Admissions Department at admissions@bsl-lausanne.ch or by Post to:

Business School Lausanne
Rte. de la Maladière, 21
1022 Chavannes, Switzerland

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