

Registration Terms and Conditions

Doctorate of Business Administration (DBA)

Duration of the DBA Program

The DBA program is a research degree that ends with a successfully defended and accepted Thesis Dissertation.

The duration of the DBA program is 3 years minimum and 6 years maximum (excluding interruptions), depending on the student's individual academic progress during the program, personal time commitment (part-time or full-time), 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.

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

DBA Program Admission Process

The BSL DBA program has four annual intakes: February, May, September, and November. There are two tracks to onboard onto the DBA program.

The first track is the direct application track. In this track, you work with the support of the admissions team on submitting your research topic proposal.

The second track is the « Assess your DBA readiness workshop » track.

In the workshop track, you will:

- have access to recorded lectures to help you start working independently on your research topic proposal
- have access to curated academic resources to help you with your research (EBSCO, PERLEGO)
- experience guided academic research after submitting a first draft of your research topic while working with a dedicated supervisor for four 1-hour sessions (included in the workshop fees) on your submitted research topic proposal.
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Candidates meeting the academic requirements who are accepted by the Doctoral School based on their research topic proposal and who are articulating onto the BSL DBA program at the end of the « Assess your DBA readiness workshop » will receive a discount against their DBA tuition fee (see below).

Candidates admitted to the DBA program are admitted based on a satisfactory and accepted research topic proposal. The workshop does not open the automatic admission and acceptance into the DBA program.

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

- DBA application form completed and signed
- Official transcripts and copy of your college/university degree(s)
- Foreign Official Transcripts must be certified by a legal authority such as a public notary, with translation when necessary)
- Curriculum vitae (overview of studies, relevant working experience and activities)
- Completed Letter of Intent
- Completed Research Topic Proposal document (depending on track)
- Proof of English language proficiency
- Evidence of academic achievements (1 academic reference + master thesis) or proof of professional proficiency (1 general reference letter)
- One passport photograph
- Copy of ID card
- Payment of the CHF 180 Application Fee

Upon receipt of your file with the completed research topic proposal, 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 admission offer, you will be invited to a deep-dive session with the Director of the Doctoral School via video conference, which launches the designation process of your supervisor. The designation of the supervisor is the prerogative of the Doctoral School management.

Program Fees

Assess your DBA readiness Workshop (duration of the workshop 3-6 months, depending on the student's individual progress:

Flat-Fee CHF 3'900 * payable upfront upon registration and non-refundable.

If a candidate is accepted and articulates into the BSL DBA program, BSL will deduce from the program fees of the first three years (3 years = CHF 42'000) half of the workshop paid fees for a total amount of CHF 1'950 CHF. This fee reduction will take place in the form of a CHF 650 reduction of the yearly program fees during the first 3 years and up to the total sum of CHF 1'950.

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 Assess your DBA readiness Workshop provides a CHF 650 tuition discount on year 1.

Year 2 Tuition Fee: CHF 14,000

*Successful program articulation from the Assess your DBA readiness Workshop provides a CHF 650 tuition discount on year 2.

Year 3 Tuition Fee: CHF 14,000

*Successful program articulation from the Assess your DBA readiness Workshop provides a CHF 650 tuition discount on year 3.

Any additional program year will be charged CHF 14,000.

Please remember that the duration of the DBA program is 3 years minimum and 6 years maximum (excluding interruptions), depending on the student's individual academic progress during the program, personal time commitment (part-time or full-time), 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 candidates apply for a given intake.

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

If candidates cannot join the intake they have applied for and have been admitted to, the cancellation procedure and financial implications under point 2 of the Additional financial conditions below will apply.

DBA Program phases - all candidates from both tracks

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 topic proposal document. There are two possible paths to complete your application and onboard you to the DBA program, either directly with our admissions team or through the Assess your DBA readiness Workshop and the submission of the required application documents.

The assess your DBA readiness workshop serves as a valuable opportunity to assist candidates in successfully refining their Research Proposals (RPs) and does not guarantee acceptance into the DBA program.

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

Once admitted to the program, to start the research process, a consultancy session – a deep-dive session- will be held with the management of the Doctoral School to shape the research process's first steps.

This will allow you to contextualize how BSL will assist you in reaching the aims and objectives you wish to achieve through the program.

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

During Phase 2, in collaboration with their supervisor, candidates define and refine their research question by writing a thorough and critical literature review. The first set of data is collected.

Phase 3 - Action plan – formal research proposal

During Phase 3, you will present a formal written research proposal to the Doctoral School. A research proposal review committee will review the research proposal, and you will receive feedback on the planned outline of your research.

After a consolidated validation of the research proposal, an Action plan will be defined with the student to prepare the candidate for Phase 4 and set the proper milestones for the data collection and the continuation of the DBA Thesis Dissertation writing process.

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

The DBA Thesis dissertation is the primary research output assessed during the Thesis review process and the Thesis Defense for the eventual awarding of the Doctoral degree and title.

Per the supervisor, a progression plan is defined toward completing the Thesis dissertation, including submitting the Thesis Dissertation and the subsequent review rounds leading to the oral Defense.

Regular feedback, support, and progression monitoring are provided to ensure that the candidate has the appropriate guidance during the writing process while simultaneously ensuring the thesis's timely completion.

Phase 5 - Oral Defense

The assessment of the DBA Thesis Dissertation and research undertaken involves a face-to-face Viva Voce (oral defense) examination held at BSL in the presence of the Thesis review committee members who have reviewed the Thesis Dissertation of the candidate; the administration of the Doctoral School; the supervisor of the candidate and the candidate.

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 scientific article.

DBA Course structure

The BSL DBA program is a research-based and not a course-based doctoral program.

During your studies, you will have access to two (2) non-mandatory teaching weeks (DBA Acceleration weeks) each year.

Active participation in the DBA Acceleration Weeks (DAW) is highly recommended.

The DBA Acceleration Weeks (DAW) aims to teach DBA candidates the principles of academic research, research methodology, and academic writing and to help students accelerate the process

of their doctoral studies through student presentations and feedback sessions. Coaching at least one other student and teaching or facilitating during one or more DBA Acceleration Weeks (DAW) is encouraged and is highly recommended.

Additional webinars during the year are proposed when needed.

Candidates work with a dedicated supervisor on their research from the first day of the program.

Additional financial conditions:

1. Late payments:

- The annual fee is due before the start of the year, and admittance to the year is subject to receipt of payment.
- BSL reserves the right to withdraw DBA candidacy and expel enrolled students from the program if the invoice payment has not been made following the payment deadline. The fee for the year in which the notice is given remains due and payable, and BSL will invoice an additional administrative fee of CHF 4,800.
- Balances which remain outstanding beyond the deadline for payment may be subject to a 1% monthly interest charge.
- The diploma will only be issued and released upon full settlement of the candidate's open account and invoices.

2. Cancellation Procedure and financial implications:

- Suppose BSL has confirmed either Preliminary or Final Acceptance, and the candidate has paid the fees but subsequently wishes to cancel the application. In that case, BSL must be notified of this decision in writing and by registered mail.
- In the event of cancellations being received by BSL before the program starts, BSL will be entitled to 50% of the fees due concerning the first program year and will invoice them accordingly. Payments already perceived as in excess of this percentage will be refunded.
- BSL reserves the right to expel a student from the DBA program and the school for academic reasons following the DBA regulations or due to unpaid fees.

3. Leaving the program – Financial implications:

- If a candidate wishes to withdraw from the program, BSL must be notified in writing as soon as possible. The fee for the year in which the notice is given remains due and payable and an additional administrative fee of CHF 4,800 will be invoiced by BSL accordingly.
- If a participant is expelled from the school for academic reasons following the DBA regulations due to unpaid fees or unresponsiveness towards their program continuation, the payments are due and payable as indicated. The cost for the year in which the student has been expelled remains due and payable, and BSL will invoice an additional administrative fee of CHF 4,800.

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 before the planned issuance of their next invoice.
- 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 during the DBA program, the student will remain enrolled, and BSL will charge a one-time fee of CHF 1'000. Lack of payment within 30 days of the invoice is considered a withdrawal intention from the program and not a study break.
- Multiple breaks: BSL grants each student a maximum of one break in the program during its duration. Only exceptional circumstances may lead to a second accepted break by BSL.
- Withdrawing from the program or taking a program break mid-year will not result in partial reimbursement of the paid fees.
- Finishing of the program: after all graduation requirements are formally completed, the candidate is considered ready to graduate. The payment of the fees stops on the date of the formal completion, which the doctoral school confirms. The relevant annual fee will be reimbursed pro tempore rata to the student.

5. Conditions to restart your studies after a break:

- To ensure the quality of future cohorts, BSL reserves the right to request candidates on break to pass additional qualification tests before being readmitted into the program. Most often, this will imply submitting the research topic template. Depending on the extent of such additional tests, the cost of such tests will be supported by the qualifying student. This may be the case if the student starts with a new topic upon returning from the break.

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 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 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