

GUIDELINES FOR THE AWARD OF THE CERTIFICATE OF RESEARCH IN BUSINESS ADMINISTRATION

1. Certificate of Research in Business Administration (CRBA)

After completing the **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

students are required to submit a DBA thesis project to be awarded the *Certificate of Research in Business Administration* delivered by Business Science Institute (AMBA accredited).

The *Certificate of Research in Business Administration* is awarded after:

- Approval by the thesis supervisor or track manager (see document below),
- Submission of the project to the relevant administrative support staff member by **31 May at the latest**,
- Submission of the project to Business Science Institute for approval and comments,
- These comments are then sent back to the relevant administrative support staff member, as well as to the DBA student who will take them into account prior to submitting the final version of their thesis research project to the relevant administrative support staff member by **31 August at the latest**. The presentation and examination will take place during the Annual International Week held in Wiltz, Luxembourg **at the end of the month of September**.

2. The DBA thesis project

2.1. Thesis project content

For a comprehensive video presentation 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 resource in English by Professor Emmanuel Josserand:

https://www.youtube.com/playlist?list=PLU9nhv3_Ie8zuANfDGWe0gBdOtGCAIxbw

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 member at the Business Science Institute by **31 August at the latest**,
- The student's **PowerPoint presentation** will be joined to the email.

2.2. Approval of the DBA thesis project

Approval of the thesis project is given by the following members of staff:

- a) The thesis supervisor or track manager,
- b) The Business Science Institute representative.

The final document and details of the 2 stages outlined above are kept on file at Business Science Institute.

2.3. Presentation of the DBA thesis project

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

2.4. Evaluation of the DBA thesis project

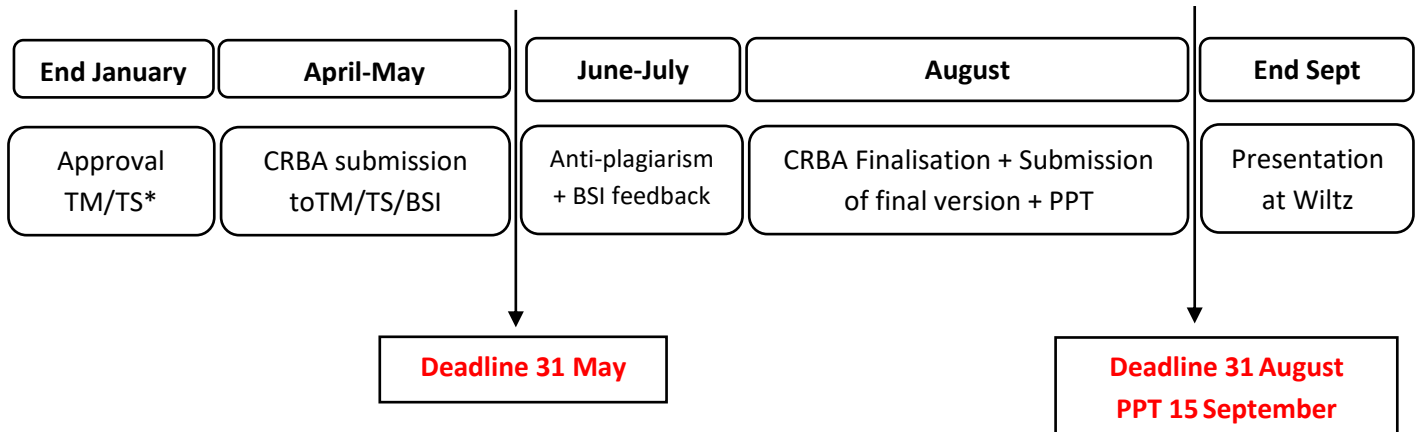
The thesis project is subject to a general examination by the panel, who decide to award or not, the *Certificate of Research in Business Administration*, as follows:

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:

- The *Certificate of Research in Business Administration* - Business Science Institute,

CRBA ORAL EXAMINATION END OF SEPTEMBER 2021 - WILTZ



*TM = track manager / TS = thesis supervisor



APPROVAL TO SUBMIT DBA THESIS PROJECT FOR

CERTIFICATE OF RESEARCH IN BUSINESS ADMINISTRATION

I, the undersigned, Professor [First Name] [Full Name], Thesis supervisor / Track manager, give my full approval to [First Name] [Full Name], participant on Cohort [Name] [N°] to submit their thesis project for the award of the:

Certificate of Research in Business Administration delivered by Business Science Institute

Title of Thesis Research Project submitted for the CRBA:

Comments:

Date & Signature

Professor [First Name] [Full Name]