SPECIFIC GUIDELINES FOR DBA APPLICANTS

Online Application

Applicants seeking admission to a full-time or part-time study have to complete an online application. For further information on how to apply, please visit:

- http://www.oyagsb.uum.edu.my/index.php/student-page/programme-offered/doctor-of-business-administration

Admission Requirements

1. To be admitted, requirements are to be met. For admission requirements, please visit the following:
   a. General requirement:
      a. http://www.oyagsb.uum.edu.my/index.php/student-page/prospective-students/admission-requirements

   b. English requirement:
      a. http://www.oyagsb.uum.edu.my/index.php/student-page/prospective-students/admission-requirements#2-english-requirements

   c. Other requirements

Registration

1. Registration: September/January/May semester

2. Activation of student status:
   a. Candidates **must** activate their status by registering as a candidate every semester.
   b. Candidates who do not activate their status will be considered non-active.

Completion Requirements

To complete the DBA programme, candidates are required to meet the following:

1. Complete all the thought & Mentored courses:

Component 1:

15 credit hours in business field courses;

Course Code	Course	Credit Hour
BDHS7013	Leadership and Organizational Effectiveness	3
BDAK8033	Accounting Practice and Regulation	3
BDFM8013	Corporate Financial Strategy	3
BDMF8013	Global Economic and Business Issues	3
BDMM8033	Global Strategic Marketing & Competitive Analysis	3
	Total	15

9 credit hours in research method courses;

Course Code	Course	Credit Hour
BDMR8013	Business Research and Methodology	3
BDMR8053	Data Analysis	3
BDMI 8013	Research Proposal Construction	3
	Total	9

6 credit hours of elective courses;

Course Code	Course	Credit Hour
	Elective I	3
	Elective II	3
	Total	6

Elective Subjects:

1.	Contemporary Issues in Marketing

2.	Strategic Human Resource Management

3.	Business Negotiations

4.	Organizational Change Management

5.	Seminar in Corporate Entrepreneurship

6.   Managing Strategy and Innovation

7.   Seminar in International Business

8.   Seminar in Business and Sustainability

Component 2:

Business Consultation (3 credit hours)

Component 3:

Dissertation (49 credit hours)

2. Colloquium

a. Candidates are required to present their research work in a symposium before they are allowed to defend their research proposal. A doctoral colloquium is a flagship event for doctoral students and is one of the most established events in the doctoral community. The doctoral colloquium provides opportunities for students to receive expert advice. Candidates are strongly advised to present their initial work in a doctoral symposium when they are at Dissertation stage.

b. Research Proposal

Students who registered for the DBA programme during semester May 2016/2017 (163) and before are given 2 options in preparing the research proposal for PD;

1. 5, 000 words OR
2. 3 Chapters

Students who registered in the semester starting September 2017/2018 (171) and onwards are required to prepare the proposal based on 5, 000 words ONLY.

1. Proposal Preparation Guideline for 5, 000 words

In preparing the proposal for a PD, candidates are advised to observe the following format:

- Cover Page: Title, your name, supervisor(s) name(s), matric no.

- Compenents of the proposal:
  o Introduction
  o Background of study
  o Problem statement of the study and literature analysis
  o Research questions/objectives
  o Significance of the study, supported by a review of the theoretical argument, and practical contribution of the study
  o Scope of Study (What, Why, How, Where and When)
  o Methodology including research design, theoretical/conceptual framework, hypotheses/propositions, data collection and data analysis strategy, etc.

- References

- Appendices (include gantt chart and milestone of the research)

Write your proposal using Times New Roman font (12) and double spaced. Your proposal should not exceed **5000 words** excluding references and appendices. The APA Style must be observed.

2. Proposal Preparation Guideline for 3 Chapters

The research proposal should be between 10,000 – 15,000 words and cover the following topics:

Chapter 1:
Background of the study, problem statement, research questions, research objectives, significance of the study and scope of the study.

Chapter 2:
Literature review

It is critical reviews of literature and theories related to the topic of the thesis. It is meant to act as a base for the experimental of analytical

section of the thesis. Literature selected must be related to the research as a base to guide the development of research framework

Chapter 3:
Research methodology (Research framework, Hypotheses/Propositions Development, Research Design, Operational Definition and Instrumentation, Data Collection Sampling and Procedure, Technique of Data Analysis).

Presentation Guideline:

- Candidates are allowed a 15-minute presentation, max.
- Candidates are not allowed to use slides during their presentation; however, they can distribute hand-outs to examiners/audience if they wish.

Procedure:

Candidates who believe they are ready to defend their proposal need to observe the following procedure:
- Submit the "Intent to Submit Proposal" form together with a Turn-it-in report. These two documents can be submitted one month before the submission of the proposal (**Refer to Appendix I**).
- Submit three (3) copies of the proposal to the School.
- Wait for a PD date, which will be determined by the School.
- Defend the proposal before a committee, which is made up of two internal reviewers appointed by the School.
- Make necessary amendments based on the feedback of reviewers.

Results:

     i.   Pass – The candidate continues with the research

    ii.   Re-defense - The candidate is required to re-defend the proposal within six (6) months from the date of the PD.

   iii.   Fail

Submission of Amended Proposal:

In the case of the re-defend, it is strongly advised that candidates amend the proposals based on the feedback of the reviewers. Candidates are

required to submit two (2) copies of the amended proposal to the OYAGSB office.

Candidates who fail at the second attempt of the PD will be terminated from the programme.

<u>Publication Requirement (Applicable for students who registered for Semester starting September 2016/2017 onwards)</u>

Candidates are required to publish at least one (1) article by choosing either Option A or Option B, before viva voce.

Option A
Publish at least one (1) case study; **OR**

Option B
Publish at least one (1) article, which is published in a referred journal/professional business magazine (example: Malaysian Business, Marketeers, Accounts Today, The Asian Banker, HRM Asia, INSURANCE)

c. Viva Voce

Candidates are expected to be ready for examination of their thesis (*viva voce*) within five (5 years) for full-time and seven (7) years for part-time, from the date of admission.

<u>Procedure</u>

Candidates who believe they are ready to defend their thesis/dissertation need to observe the following procedure:
- Submit the "Intent to Submit Proposal" form together with a Turn-it-in report. These two documents can be submitted one month before the submission of the thesis/dissertation.
- Submit three (3) copies of the draft thesis to the School along with the "Submission of Draft Thesis for Viva Voce Session" form endorsed by the supervisor(s).
- Wait for the date of viva voce. Candidates are likely to know the date within approximately two (2) months after submission.
- Pay any outstanding fee before the viva voce.

<u>Words Requirement</u>

DBA theses are limited to 60,000 words of text, excluding appendices, Footnotes and bibliographies.

<u>Results</u>

i.   Pass – The candidate will be awarded a degree.
ii.   Pass with minor revision – The candidate will be awarded a degree, subject to completing the corrections within three (3) months after the defence
iii. Pass with major revision – The candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment by the examiners within twelve (12) months after the defence, but a second viva is not required.
iv.   Reschedule examination (Re-viva)– The candidate is required to make major alterations to his/her thesis and resubmit the work for another assessment by the examiners within eighteen (18) months after the defence.
v.   Fail – The candidate has failed.

<u>Amendments to Thesis/Dissertation</u>

Candidates are advised to make corrections with guidance from the supervisor(s) based on the feedback given by the examiners. Corrections that meet the requirement will be endorsed by Oral Examination Board members of the viva session.

<u>Final Submission of Thesis/Dissertation</u>

Before binding the final thesis, signed approval for the Certification of Theses/ Dissertation from the College should be obtained.

Candidates should submit three (3) hardcopies of the thesis: two (2) in a hard-cover form and one (1) in a loose-copy form, and one (1) softcopy in CD form.

Candidates may then request a letter of certification from the College that he/she has completed the study and will be awarded a degree.

<u>Other Important Points</u>

- The thesis submitted by a candidate must be original and it is the candidate's own work.

- Candidates are not permitted to submit a thesis that has been submitted for examination for a degree in any other university or institution.

For more details, please click on below link;

http://oyagsb.uum.edu.my/images/download/Thesis_Guideline_2015.pdf