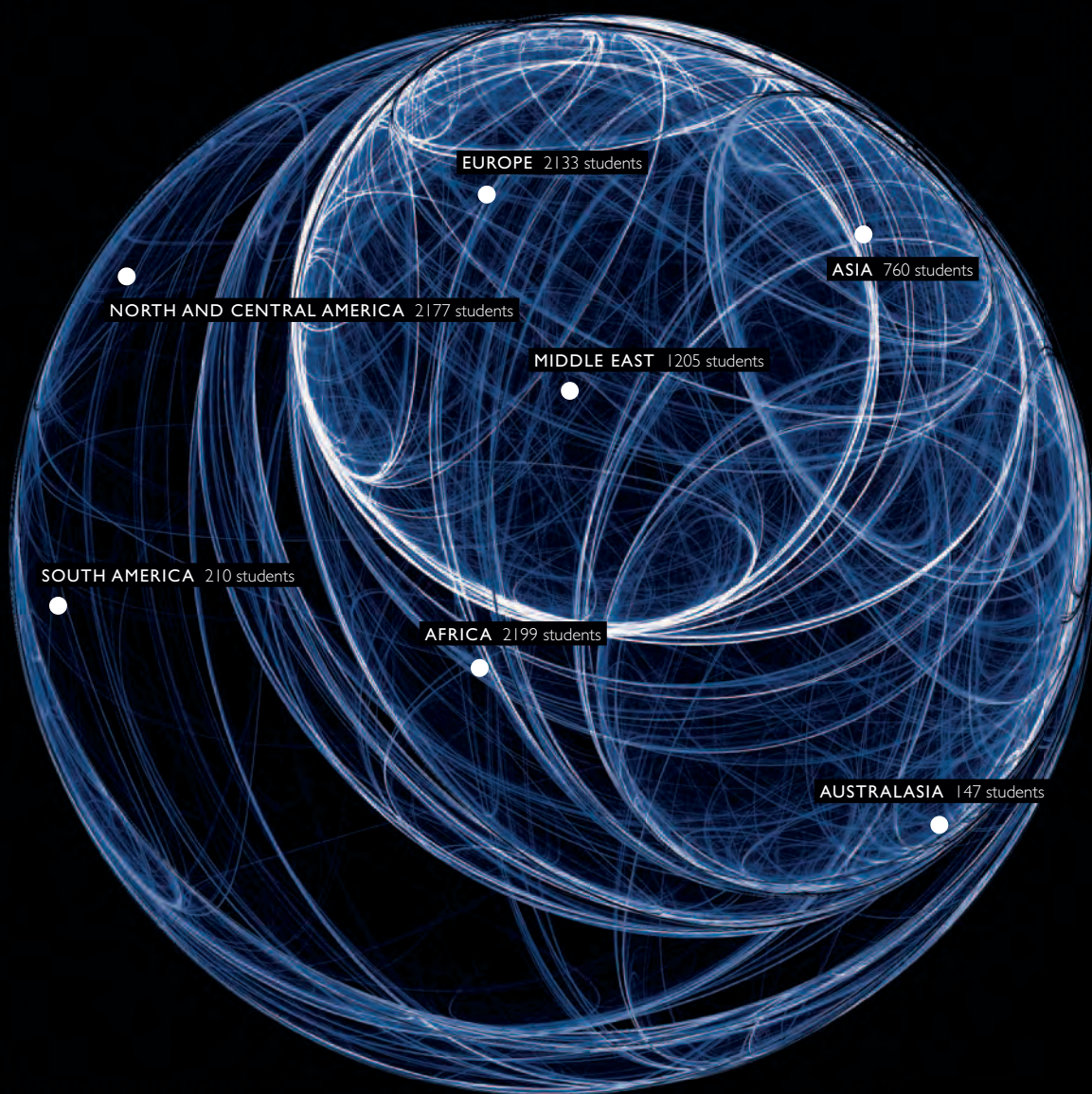


DBA Student Handbook I: The Course Stage



1. DBA Programme

The DBA programme comprises a combination of formal courses (the courses stage) and research (the research stage).

The courses stage requires you to complete three research-based courses and possibly a number of subject-based courses. The research stage requires you to produce a viable doctoral-level research proposal before you begin to work under the supervision of an Edinburgh Business School-appointed expert to review literature, design a research method, collect data and analyse results. A mentor will assist you in the initial phase that leads to the appointment of a supervisor. At key stages, you submit work to the School for approval or acceptance.

As in a traditional doctoral degree, you and your supervisor will work together to produce a thesis that is of equivalent standard to a PhD.

2. Nature of the DBA

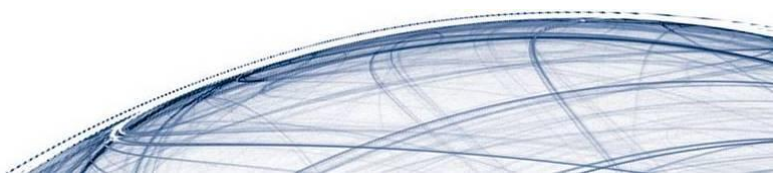
You should appreciate from the outset that the Edinburgh Business School DBA should be undertaken only after careful consideration. The time demands are likely to be considerable and there will be constant and changing pressures as you progress through the programme. The research stage is not to be taken lightly because it requires skills that you may not have had to exercise before. This may be the first time you have faced such a combination of demands. It may also be the longest time that you have worked on a single project alone and without the support of a team and other resources.

3. The Courses Stage

This stage provides the theory, knowledge, tools and techniques that underpin the subsequent applied research stage. There are three compulsory courses – Introduction to Business Research 1, 2 and 3 – and possibly up to four courses in subjects related to your research interest.

The three Introduction to Business Research courses must be completed in numerical order, but you are allowed to attempt more than one at an individual exam session.

The final requirements of your courses stage will be determined only when you have completed the Introduction to Business Research courses and have



finalised an outline of your research idea in discussion with the DBA senior mentor.

Compulsory Research Courses

The research courses are intended to provide sufficient guidance so that you can develop your research to the standards and detail required at each stage. The compulsory research courses are designed to instruct you through the consecutive stages of developing a thesis. They provide a basic grounding in research design and methods. These courses will bridge the gap between your existing research experience and the specialist research guidance provided by the research supervisor.

Introduction to Business Research 1: The Research Proposal

William Wallace, Patrick O'Farrell and Devi Jankowicz

Most MBA graduates will have done no in-depth postgraduate research whatsoever. It is therefore necessary to establish a basic understanding of what research is and how it is done. This course examines significant elements such as empirical theory, research techniques, research management and planning, choosing a research focus, and writing a research proposal. It sets out the application to business research.

Introduction to Business Research 2: The Intermediate Submission

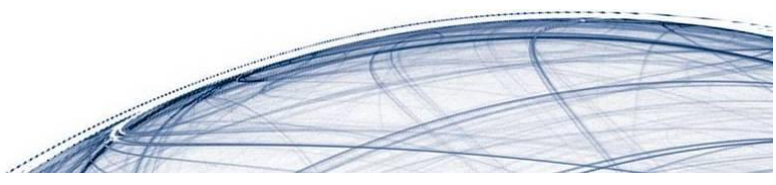
William Wallace and Devi Jankowicz

This course concentrates on developing an understanding of the concept of a methodology and literature review from a business perspective in order to produce a hypothesis or theory that is directly related to a business issue. The course explains the concept and execution of a literature review and how to progress from this to the literature synthesis and theory development.

Introduction to Business Research 3: Empirical Work, Thesis Presentation and Assessment

William Wallace, Frances Pfab and Devi Jankowicz

This course concentrates on developing the statistical techniques that are necessary for data collection and analysis so that conclusions can be generated. It also provides insights into literature re-evaluation and theory refinement as well as formulation of results validation studies.



4. Postgraduate Certificate in Business Research Methods

Successful completion, by examination, of the three Introduction to Business Research courses entitles you to a Postgraduate Certificate in Business Research Methods. This can be taken as an interim award or an exit award if you decide to withdraw from the programme or are unable to complete the research stage. Once eligible, you can apply for the award via the [Student Portal](#).

5. Starting the Research Stage: Development of Research Proposal and Mentoring

Once you have completed the Introduction to Business Research courses, you will be asked to develop an outline of your research idea. The DBA senior mentor will then review your qualifications and experience in the area of the planned topic to decide if any additional courses are required. If necessary, these will be completed before you are assigned a mentor.

If your research outline is credible, Edinburgh Business School will appoint a mentor who will guide you to develop your research field, set research aims and objectives and develop the necessary research background. The format of the research proposal is described in detail in Introduction to Business Research 1.

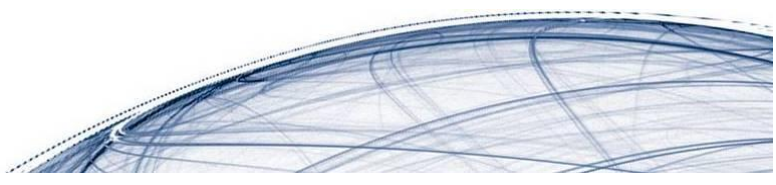
The research proposal must be submitted to the Edinburgh Business School Doctoral Review Committee (DRC) for approval. Approval is the end point of this part of the research. As well as developing the research proposal to a level where it is accepted by the DRC, you have to pay all due fees and comply with all other Edinburgh Business School and University requirements.

The DRC may reject a research proposal on a maximum of three occasions before recommending that you withdraw from the programme.

6. Award of the DBA

The DBA is awarded only when you have successfully completed an oral defence of your research (viva voce), made any changes recommended by the examiners and submitted the final bound copies of your thesis.

Until you are awarded the degree, it is very important if you cite the DBA in your CV that there is a clear distinction between actual qualifications and present education. It must be absolutely clear that you are currently



studying for the DBA and that it cannot be construed as an actual qualification, even inadvertently. Failure to do so can lead to disciplinary action by the University.

It is only after graduation that you can use the letters 'DBA' after your name or use the title 'Dr'.

7. Guidance Notes

The following is a brief guide to the processes and regulations of the courses stage of the DBA programme. The Regulations and Ordinances of the University are updated on a regular basis. The online editions, available at <http://www.hw.ac.uk/>, replace all previous editions.

Registration (Matriculation)

To register as a matriculated student of Heriot-Watt, you must sign and return the Registration Form, which will accompany your offer of a place on the programme.

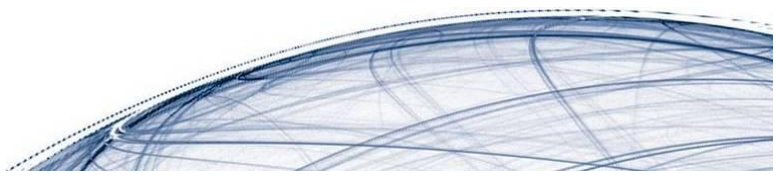
Student Identification and Registration Numbers

Upon accepting the offer of a place you are allocated a Student Identification (SID) and a Registration Number (RegNo). These numbers are unique to you and will remain with you for the duration of your studies. You should use your SID in all communication with Edinburgh Business School and its partners.

The numbers are also used as access codes when logging in to the [Student Portal](#). Your SID is used as a username and your Registration Number is your temporary password. You will be asked to change your password when you log in for the first time. Your username will continue to be your SID.

It is recommended that your password be at least six characters long and contain at least one character from each of the following categories: uppercase letters, lowercase letters and numbers. You can change your password at any time via the Manage Your Studies section of the [Student Portal](#).

If you forget your username or password please follow the onscreen instructions on the Student Portal login page.



Exemptions

Exemptions do not apply to the DBA as your previous qualifications will be taken into consideration when designing your courses stage.

Examinations

The assessment of each course is derived entirely from your performance in a single examination lasting three hours. To complete a course successfully you must obtain at least 50% in the examination.

All examinations are subject to rigorous scrutiny by both Heriot-Watt University examiners and external examiners from other leading UK universities.

To help you prepare for the examinations, the ten most recent Past Papers, Examiner's Solutions and Selected Student Answers are made available on the [Student Portal](#). (Note that solutions to examination multiple-choice questions are never provided.)

Examination Sessions and Locations

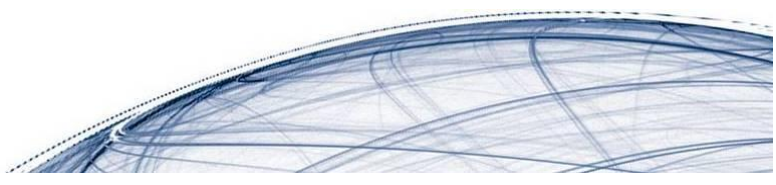
There are four examination sessions each year. However, the Introduction to Business Research courses are assessed only at the June and December sessions. At these sessions, the University holds examinations at 400 locations in more than 140 countries. While some travel may be required, we endeavour to arrange examinations as near to your location as is practical, on a worldwide basis.

At the March and August sessions only a small number of courses are examined at 42 locations worldwide.

The full examination timetable is available on the [Student Portal](#).

Special Arrangements

You are permitted to record your answers by an appropriate alternative means approved by the School if you suffer from a disability that, in the opinion of the School, prevents you from completing an examination paper in writing. You are allowed extra time in which to complete your examination if you suffer from a disability that, in the opinion of the School, justifies it. You must contact the School in advance of the exam deadline providing certified copies of medical evidence confirming your particular disability.



Examination Registration Deadlines

The deadline dates for applications for the June and December examination sessions are 1 March and 1 September respectively. The deadline dates for applications for the March and August examination sessions are 7 February and 24 July respectively. **It is your responsibility to be aware of and abide by these deadlines.**

Registering for an Examination

You must have purchased a course before you can apply for an examination in that subject.

If you are eligible to attempt an examination you can register for it via the Manage your Examinations or View Examination Timetables sections of the [Student Portal](#). Once you have confirmed the language, examination session and location, your selection will appear as an examination you are in the process of registering in the list of upcoming examinations with a status of **Awaiting Payment**. You can add multiple examination entries in this way before making payment.

You will have 48 hours to make an online payment by credit or debit card, or indicate that you are paying offline. If this is not done within 48 hours, the entry will disappear from your list of upcoming examinations and you will have to create a new entry.

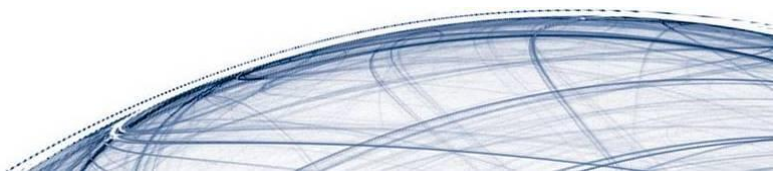
All examination entries with the status **Awaiting Payment** will disappear from your list if payment is not made before the registration deadline for the relevant examination session.

Your examination entry is finalised only on receipt of payment, at which point its status will change to Registered.

Paying for an Examination

An examination fee applies to all examination entries and must be paid to finalise your registration. **Exam fees are paid for an individual subject and are not transferrable or refundable.**

Once you have added all the examinations you wish to register to your list of upcoming examinations, go to the Make Payment section and select the method of payment.



Online payment can be made with any of the following credit or debit cards: Visa, MasterCard, Delta, JCB, Switch and Solo. The cardholder name, email and billing address are required before you can proceed to the payment portal.

If you do not hold one of the above cards, you can make payment by a cheque or sterling bank draft, drawn on a UK bank and made payable to Edinburgh Business School. In the Make Payment section, select the appropriate payment method and download the payment form. Please ensure that the form is returned to the School by the closing date and is accompanied by the required fee. A secure method of posting is recommended: the School cannot be held responsible for applications that go astray in the post.

Once an online or offline payment has been processed, the status of the examination entry in the list of upcoming examinations will change to **Registered**. You will also receive confirmation by email. Please check the details of each registered examination and, if necessary, correct any mistakes by following the steps detailed in the 'Amending a Registered Examination Entry' section below.

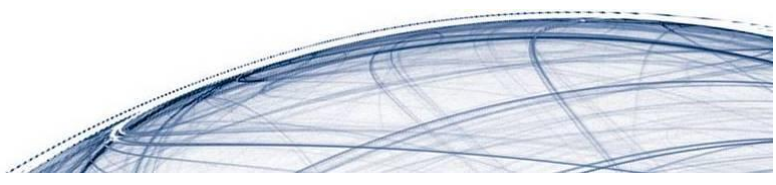
Amending a Registered Examination Entry

If you wish to change the language or location of your examination or move it to a future examination session, you may do so without financial penalty, provided that you advise the School before the appropriate deadline date. Simply click on Amend beside the examination in the list of upcoming examinations.

The deadline dates for amending examinations, without incurring any cost, are 1 May and 1 November for the June and December examination sessions respectively and 7 February and 24 July for the March and August examination sessions respectively.

Rescheduling a Registered Examination Entry

If you wish to move an examination to a future examination session after one of the above deadlines you may do so, but you will forfeit your examination fee. Simply click on Reschedule beside the relevant examination in the list of upcoming examinations and select a future exam session. This will create a provisional exam entry that will require payment of an examination fee to finalise the registration, as outlined in the 'Paying for an Examination' section above.



Withdrawing a Registered Examination Entry

If the deadline for amending an examination entry has passed and you decide you no longer wish to attempt it you can withdraw your entry without rescheduling it for a future examination session. Simply click on Withdraw Examination beside the relevant examination in the list of upcoming examinations. To attempt the examination at a future session you will have to register and pay an examination fee as detailed in the sections above.

Examination Details Letter

Approximately one month before the examination you will receive confirmation of the exact location and time of your examination. This letter, which will include your scanned photograph, is proof of your entry and must be taken with you to the examination centre on the day of examination. **Failure to produce this letter could result in the centre refusing to allow you to sit the examination.** If for any reason you do not receive this letter, please ensure that you have alternative proof of identification that includes a recent photograph, such as your passport.

Use of Calculators

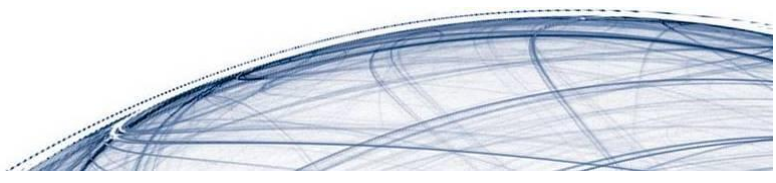
Edinburgh Business School does not supply calculators for use in examinations. However, the use of calculators is permitted, provided they are models approved by the University. Students are not permitted to bring into their examinations any calculator that has storage (other than basic memory functions), programmable or graphical functions. The majority of calculators that are programmable have the suffix 'p' after their name. Likewise, any calculator with the suffix 'g' will not be permitted. Invigilators have been instructed to confiscate any calculators that are not permitted.

Absence

Absence from an examination is not considered an attempt at the subject. However, your examination fee will be forfeited. To attempt the examination at a future session you will have to register and pay an examination fee as detailed in the sections above.

Absence on Medical Grounds

If you are absent owing to illness you must confirm this by sending a certified true copy of your medical certificate to the University, within four weeks of the end of the examination session. If the University accepts that you were unable to attempt the examination owing to illness, your



examination fee will be credited and you will be registered for the examination at a future examination session of your choice.

Examination Results

Examination results will be initially posted on the Student, where you will also be able to access a breakdown of your marks that details your performance in each section of the examination.

Results for examinations taken in English will be released approximately eight weeks after the end of the examination session. Results for other languages may take slightly longer owing to the extra quality control processes that are required. **Please do not contact the University about release dates; you will be notified as soon as results are available.**

Your official examination results and a Certificate of Achievement for each course you pass will be despatched directly to your correspondence address.

Edinburgh Business School will not advise examination results over the phone or by email under any circumstances.

Appeals

There are specific grounds under which an academic appeal can be submitted. These are set out in the Student Academic Appeal Policy and Procedures documents, which can be found at <http://www.hw.ac.uk/registry/appeals.htm>.

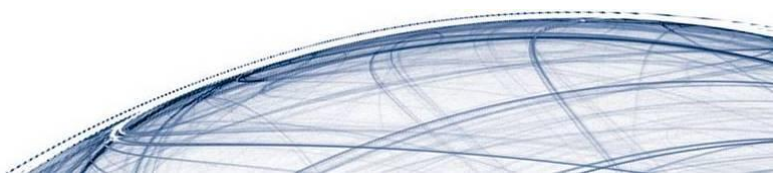
You are not permitted to dispute the decisions or question the academic judgement of the Board of Examiners once the results are released.

If you are considering submitting an appeal, it is important that you act promptly.

Under no circumstances will examination scripts be returned to you after the examination.

Re-sits

If you fail a course at the first attempt you will be permitted one further attempt in that subject. **The Business School will require a student who twice fails an examination in any of the Introduction to Business Research courses to withdraw from the programme.**



You can register to re-sit an examination at a future session and pay an examination fee by following the process detailed in the 'Registering for an Examination' section above.

Your mark breakdown along with the Examiner's Solutions and Selected Student Answers available in the Past Papers section of the [Student Portal](#) will provide you with an indication of the standard required to pass the course and help you to prepare for a possible re-sit. (Note that solutions to examination multiple-choice questions are never provided.)

If you would like feedback on your performance you may request an analytical report on each case study and essay question. You will be required to indicate this by correspondence and pay a fee for each report which is equivalent to the current examination fee.

Special Circumstances

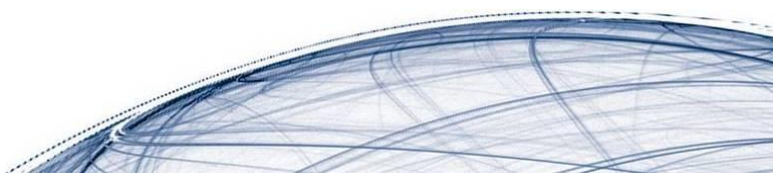
You should notify the School as soon as possible after the examination of any illness or other exceptional circumstances that may have adversely affected your performance and that you would like the examiners to take into account in making their decision. For further guidance please go to <http://www.hw.ac.uk/registry/resources/special-circumstances-policy.pdf>.

Graduation

When you have submitted the final copies of your DBA thesis, your eligibility for the award will be confirmed by the relevant University Committee. Once this has happened, you will be sent a graduation pack that will contain all the information you need to apply to graduate with your degree. You are not considered to be a DBA graduate until the degree has been conferred at a graduation ceremony.

Graduation ceremonies are held in Edinburgh in June and November, with additional ceremonies in various locations worldwide in November/December. It is also possible to graduate *in absentia* in March or September.

Eligible students have the option to graduate in person at the next available ceremony, defer their graduation until a later ceremony or graduate *in absentia*. Students who graduate *in absentia* will also have the option to attend the next available ceremony in person.



European Diploma Supplement

A European Diploma Supplement (academic transcript) will be included in your graduation pack. It is designed as a supplement to the degree certificate and describes the nature, level, context, content and status of your studies. The European Diploma Supplement contains a full academic transcript (including an explanation of the University's marking scheme), information related to your programme of study, a description of the higher education sector in Scotland and a description of Heriot-Watt University.

Additional copies can be obtained from enquiries@ebs.hw.ac.uk for a charge of £10 (GBP).

Changes to Contact Details

You are responsible for notifying us of any changes to your contact details. You can do this directly through the [Student Portal](#). Changes in name should be notified to us in writing together with a copy of the legal documentation that confirms this change (marriage certificate, deed poll certificate, etc.).

Changes to Fees and Programme Structures

Edinburgh Business School reserves the right to make changes to its fees and the structure of the programme at any time. Students will be given advanced notice of any changes and steps will be taken to ensure that existing students are not disadvantaged.

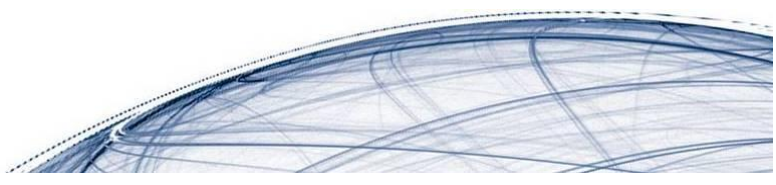
Data Sharing Policy

Edinburgh Business School at Heriot-Watt University and its commercial partners work in partnership to deliver the courses and programmes. To ensure this programme is managed efficiently and students supported effectively, some information recorded as you progress in your studies will be shared between Edinburgh Business School and its partners. The full Data Sharing policy can be viewed [here](#).

Complaints Policy and Procedures

Heriot-Watt University is committed to providing an excellent education and high-quality services to its students, from enrolment through to graduation. The University values complaints that are raised and uses the information gained to help improve services. The Complaints Policy and Procedures apply to all services provided by Heriot-Watt University, including Edinburgh Business School and the Dubai and Malaysia campuses.

Comprehensive information is provided in the Policy and Procedures documents, which are available [here](#).



ACADEMIC REGISTRY

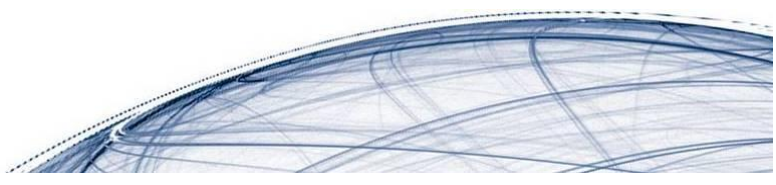
GUIDANCE ON CONDUCT

Regulation 9 (New) – Assessments and Examinations

Extracts taken from Paragraph 8 (Conduct)

PARAGRAPH 8 - CONDUCT

- 8.3 A candidate shall act in accordance with any instructions issued by an invigilator.
- 8.4 A candidate shall not be permitted to introduce printed or other material into the examination room except such as may be authorised by the examiners. Mobile telephones and other electronic equipment shall be switched off and shall be deposited with other personal items in an area designated by an invigilator. Random checks may be made of any material or equipment brought into the examination room. A candidate found to be in possession of a mobile telephone or other unauthorised electronic equipment may be liable to a fine
- 8.5 A candidate must provide their own standard calculator if required for the completion of the examination.
- 8.6 A candidate shall bring his or her matriculation card and or exam detail letter to an examination and shall display it on the desk for the duration of the examination
- 8.7 A candidate shall be admitted to the examination room not earlier than fifteen minutes before the start of the examination.
- 8.8 A candidate shall not normally bring food into the examination room but may be allowed to bring in a non alcoholic beverage.
- 8.9 A candidate shall not be admitted to the examination room later than half an hour after the start of the examination except with the permission of an invigilator.
- 8.10 A candidate shall not leave the examination room earlier than half an hour after the start of the examination except with the permission of the invigilator and shall not leave the examination room during the last fifteen minutes of an examination. A candidate shall remain in his or her seat at the end of an examination until the invigilator has collected all the examination scripts and, where appropriate, any equipment belonging to the University.
- 8.11 A candidate who has to leave the examination room temporarily shall be accompanied by an invigilator or an examination assistant.
- 8.12 A candidate shall normally remain in his or her place whilst in attendance at a written examination except in circumstances provided for in paragraphs 8.10 or 8.11.
- 8.13 All absences from the examination room during the examination or late arrivals at and early departures from the examination room shall be noted on a candidate's examination script by the invigilator.
- 8.14 A candidate may begin writing and shall stop writing on the instructions of an invigilator.
- 8.15 At the start of an examination a candidate shall receive an attendance card on which he or she shall immediately write his or her name, course and matriculation number, the subject of the examinations and the date then sign.
- 8.16 A candidate shall write answers in the answer-books or other examination stationery provided. At the end of an examination a candidate as instructed by an invigilator shall return all answer-books together with any other material with which he or she has been supplied, or on which he or she has written or drawn during the examination.
- 8.17 The answer books completed by a candidate during an examination shall thereafter become the property of the University and shall not be released except in accordance with the due process of law.



- 8.18 A candidate ready to leave the examination room shall remain in his or her place until the invigilator has collected his or her examination scripts and where appropriate, any equipment belonging to the University and has given any other relevant instructions. When he or she receives permission to leave the examination room a candidate shall do so expeditiously and quietly.
- 8.19 A candidate may not communicate with, receive assistance from or copy from the paper of another candidate or use any other unfair means during an examination.
- 8.20 A candidate may be required by an invigilator to withdraw from an examination for good cause. The invigilator shall as soon as possible report any such withdrawal to the appropriate Dean, the Head of the candidate's Department or his or her Director of Studies and the Head of the Department offering the module.
- 8.21 The answer-book of a candidate who is required to withdraw shall be sent by the invigilator to the Head of Department offering the module together with a note explaining the circumstances of the withdrawal.
- 8.22 A candidate whose examination scripts are judged to be so illegible that assessment is impossible may be required to dictate them to a typist under supervision and at his or her own expense. A request from the examiners for such action shall require the approval of the Head of the Department offering the module.
- 8.24 A candidate who disregards the procedures in this regulation concerning the introduction of electronic equipment, mobile telephones and calculators (other than those authorised by a head of department) into an examination room, may be liable to disciplinary action.

NOTES/SPECIAL ARRANGEMENTS:

1. Any legitimate concerns about the conduct of examinations organised off-campus should be addressed to the Academic Registrar, Heriot-Watt University, Edinburgh EH14 4AS, Scotland, UK. Minor problems which can be easily resolved at the time of the examination should be addressed to the Invigilator.
2. Invigilators are only permitted to make general announcements to all candidates in order to explain any typographical errors in, or omissions from, the examination paper, or to convey other instructions from the examiners. Invigilators cannot discuss an examination paper with a candidate individually.
3. Penalties for cheating. Past cases of cheating in examinations have been dealt with severely. The Heriot-Watt University Senate wishes to stress that cheating in examinations, including the introduction or use of unauthorised material, is a very serious offence and that the penalties which may be imposed if an allegation of cheating is admitted or proved included
 - Exclusion, suspension or disqualification from examinations
 - Suspension from attendance at the University for a stipulated period
 - Expulsion from the University.
4. A candidate whose examination scripts are judged to be so illegible that assessment is impossible may be required to dictate the contents to a typist under supervision at the candidate's expense. Such a request would require prior approval by writing to the Academic Registrar, Heriot-Watt University, Edinburgh EH14 4AS, UK
5. A candidate in any examination who, for medical or other reasons, requires special arrangements to be made must submit the request to the Academic Registrar, Heriot-Watt University, Edinburgh, Scotland, EH14 4AS.

