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Trinity Saint David



Advancing Management Excellence

Doctor of Business Administration

Induction for Part 2 (April 2017 Intake)

23 June 2018





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PART II (Level 8)

Period of study



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- Minimum : 3 years (Part 1: **12 months** + Part 2: **24 months**)
Maximum: 4 years (Part 1: **12 months** + Part 2: **36 months**)
- An extension fee of HK\$5,500 per 3 months will be charged if students cannot complete Part 2 in **two years**
- A full extension fee is required even if the extension period is less than 3 months
- Students who wish to apply for extension must inform the UWTSD DBA Local Secretariat in writing

Interruption of Studies



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- Students do NOT have the automatic right to interrupt their studies
- Application for interruption of studies must be made to the Academic Office via the Local Secretariat on the approved form (PG18)
- Students must discuss their intention to interrupt studies with their Director of Studies before submitting the application

Interruption of Studies



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- All applications must be supported by appropriate independent evidence
- **Applications based on work commitments would be unlikely to be approved**
- Incomplete applications will not be approved
- Total maximum period for interruption of studies is **12 months**

Extension to Maximum Time Limit



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- A request for Extension to Candidature can be made when students have **exceptional reasons** why they cannot complete within 4 years
- Application must be accompanied by a statement from the Director of Studies and made to the Academic Office via the Local Secretariat on the approved form (PG17)
- All applications must be supported by appropriate independent evidence
- Incomplete applications will not be approved

Supervision Support



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Supervisory Team

Each student will be assigned to a supervisory team of two members:

- (i) Director of Studies (DOS) and**
- (ii) Supervisor**

approved by Research Degrees Committee (RDC)

Supervision Support



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Appointment of Supervisors

- Approved by the University and be listed on the University's Directory of Supervisors
- Supervisors must attend trainings/workshops to ensure their familiarity with the quality framework, requirements and processes of the University
- UWTSD will ensure appropriate oversight, support and staff development at HKMA

Supervision Support



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Nominations of Supervisory Team

- Students who had submitted initial research proposals earlier will be notified informally of the nominations of supervisory team by the end of June
- Students will be formally notified by UWTSD after the nominations have been approved by Research Degrees Committee (RDC)

Supervision Support



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Ongoing support

- Students are expected to meet with supervisors each month
- Minimum **3 Formal Meetings** with the full supervisory team each year
- Submit **Record of Formal Meeting Form** (summary of discussion and action points arising from formal meetings)
- Submit **Annual Monitoring Reports** to Annual Review Board



The assessment consists of:

- completion of a presentation about the intended research topic *(to be conducted during class on 14 July)*
- successful submission of the Proposal Form (PG1) to the UWTSD Research Degrees Committee *(to be worked out with the supervisory team)*
- successful submission of the Ethical Form (PG2) to the UWTSD Ethics Committee *(to be worked out with the supervisory team)*



- All Level 8 assessments (forms) are **not** marked and graded on Moodle
- All Level 8 assessments (forms) should be submitted to the relevant Committees of UWTSD **via the HKMA Secretariat by email (instead of Moodle)**

Research Project Approval



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- All students must complete and submit a **Full Research Proposal Form (PG1)** **within 3 months** after commencement of Part 2
- RDC may approve research degree projects in principle or may withhold approval on academic grounds including inadequate or inappropriate research methodology
- If approval is withheld, an amended proposal should be re-submitted within 4 weeks

Ethical Approval



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- Student must complete and submit an [Application for Ethical Approval Form \(PG2\)](#) to the Ethics Committee **within 3 months** after RDC's approval in principle of the research project
- Ethics Committee may give full ethical approval or may withhold approval pending clarification of any points raised
- If approval is withheld, an amended proposal should be re-submitted as soon as possible. No research activity should be undertaken until full ethical approval has been obtained

Annual Monitoring Report



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- [Annual Progress Review Form \(PG5\)](#) will be completed by the supervisory team first and then sent to students for feedback before submitting to the appropriate Annual Review Board
- A copy of 3 Record of Formal Meeting Forms (PG4) must be attached to the review form
- Annual Review Boards are held at 3 times during the academic year, in late September, late January, and late May
- A student's first Annual Progress Report will normally be considered at the Annual Review Board held approximately 8 months after initial enrolment i.e. late January

Annual Monitoring Report



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- Each Annual Progress Report must contain an assessment of the student's progress (either “satisfactory”, “cause for concern” or “unsatisfactory”).

Assessment of Student's Progress	Follow Up Actions
satisfactory	Submit next Annual Progress Report after 12 months
cause for concern	3 month action plan or a 3 month emergency action plan →
unsatisfactory	Submit Follow-Up Progress Report (PG6) 4 months after the initial Annual Review Board

Annual Monitoring Report



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APR	Action	FUPR-1	Action	FUPR-2	Action	FUPR-3	Action
Sat	Pass						
CC	3m AP	Sat	Pass				
		CC	3m AP	Sat	Pass		
				CC/Un	3m EAP	Sat	Pass
						CC/Un	Terminate
		Un	3m EAP	Sat	Pass		
				CC/Un	Terminate		
Un	3m EAP	Sat	Pass				
		CC	3m EAP	Sat	Pass		
				CC/Un	Terminate		
		Un	Terminate				

Key

APR = Annual Progress Report; FUPR = Follow-up Progress Report (first, second or third)

Assessment: Sat = Satisfactory; CC = Cause for concern; Un = Unsatisfactory

Actions: Pass = re-enrol; 3m AP = 3 month action plan; 3m EAP = 3 month emergency action plan

Points to Note



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- Both the Research Degrees Committee (for PG1 forms) and the Ethics Committee (for PG2 forms) have monthly approval cycles
- Late submission of Proposal Forms and/or Ethics Forms can have a direct (automatic) impact on the outcome category of the Annual Review process and lead to delayed progress
- All forms must only be submitted in a **single word document** without any supplementary files

Word length of Thesis



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- Students are expected to work to the word length of 60,000 words (+/- 5,000 might be seen as acceptable), excluding footnotes and references

Early Submission



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- Students must seek the approval from their supervisory team before applying to the Research Degrees Committee for permission to submit early
- Student are required to pay the full fees for the minimum required period of study even if the thesis is submitted before the end of this period

Reminder



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Remember to bookmark these weblinks for the **latest version** of Academic Quality Handbook, Code of Practice and Forms :

<https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/>

<https://www.uwtsd.ac.uk/academic-office/other-forms-and-policies/>

<https://www.uwtsd.ac.uk/academic-office/appendices-and-forms/>

Tentative Timeline



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Tasks	Timeline	Remarks
SBPD8001 Preparing for Doctoral Research (Level 8, 30 credits)	23 Jun – 14 Jul 2018	Present their initial ideas to the student group and answer questions from students and academics
Submission of Full Research Proposal Form (PG1)	By 16 Sept 2018	within 3 months after progressing to Part 2
Submission of Application for Ethics Approval Form (PG2)	By 16 Dec 2018	within 3 months of the approval of PG1

Tentative Timeline



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Tasks	Timeline	Remarks
SBPD8003 Research Dissertation (Level 8, 330 credits)		• Meet supervisors each month; • Minimum 3 formal meetings with the full supervisory team each year • Submit annual monitoring reports to the Annual Review Board
Submission of 1 st Annual Progress Report (PG5)	Jan 2019	Approximately 8 months after initial enrolment
Submission of 2 nd Annual Progress Report (PG5)	Jan 2020	12 months after the 1st Annual Review Board, if student's progress is "satisfactory"

Tentative Timeline



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Tasks	Timeline	Remarks
Submission of Intention to Submit Form	Jan 2020	3 months before expected date of thesis submission
Submission of thesis	By Apr 2020	
Examination process	By Jul 2020	within 12 working weeks of the examiners' receipt of the thesis, with at least 2 weeks' notice
Stage 1: preliminary independent exam of thesis		
Stage 2: oral examination		Exam Board (approved by RDC) comprises: • Independent Chair • Internal Examiner • External Examiner

Reference



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The British Library also manages a repository of all doctoral theses passed in English Universities:

<http://ethos.bl.uk/Home.do;jsessionid=8965CC9F1C590E7906B4CBB193FF955F>

Q & A