



**SHEFFIELD HALLAM UNIVERSITY /  
BUSINESS SCHOOL NETHERLANDS**

**JOINT REGULATIONS FOR THE DUAL AWARD OF  
DOCTOR OF BUSINESS ADMINISTRATION (INTERNATIONAL)**

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[The dual award is offered by Sheffield Hallam University and Business School Netherlands under collaborative arrangements formally approved by both institutions and underpinned by a collaborative agreement signed by both awarding bodies.]

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### **1. Dual Award with Business School Netherlands**

The dual award is offered by Sheffield Hallam University and Business School Netherlands under collaborative arrangements formally approved by both institutions and underpinned by a collaborative agreement signed by both awarding bodies.

### **2. DBA (International) (Dual Award): Joint Regulatory Framework**

These Regulations have been developed to provide a joint Regulatory Framework for the dual award of DBA (International). Students who successfully complete the professional doctorate programme will receive professional doctorate awards from both Sheffield Hallam University and Business School Netherlands. The Regulatory Framework is intended to meet all UK quality, standards and external accountability requirements and is sensitive to the two traditions/cultures of both Business Schools.

### **3. Definition of Dual Awards / External Requirements**

In the UK the term 'dual' award is used to describe a situation where a programme of study is created from provision at both a UK university and another educational institution with degree awarding powers. Students are normally required to complete a proportion of their studies at both institutions in order to achieve an award at each institution. It is expected that both institutions will have agreed to accept each others assessment processes as they apply to the components of study undertaken at each institution as follows: 'The two awards are based on the same assessed student work and an awarding institution will need to satisfy itself that it is content to make an award on this basis and is able to do so within its regulations. Despite the collaborative nature of the study, responsibility for each award, and its academic standards, remains with the body awarding it.' ~The UK Quality Code for Higher Education chapter B10 confirms that An awarding institution that engages with another authorised awarding body jointly to provide a programme of study leading to a dual or joint academic award should be able to satisfy itself that it has the legal capacity to do so, and that the academic standard of the award, referenced to the FHEQ, meets its own expectations, irrespective of the expectations of the partner awarding body'.

In Dutch law, HE institutions are permitted to offer 'double' awards. Where Dutch institutions are offering a double award it is expected that both institutions will contribute to the delivery, management and output of the award and it must be clear that two certificates will be awarded.

The Joint Regulations for the DBA (International) are also intended to meet the expectations of the UK Quality Code for Higher Education, chapter B11, Research Degrees (2012).

## Glossary

Term	Definition
Research Degrees Sub-Committee of Sheffield Hallam University (RDSC)	RDSC is a central university committee which manages the quality processes around research student management and progression in partnership with the academic faculties.
BSN Assessment Exam Committee (AEC)	AEC is the partner equivalent of RDSC at BSN
Collaborating Partner Organisation	SHU/BSN working in partnership subject to a formal agreement to provide the dual award of DBA (International)
Collaborating Research Organisation	The candidate's collaborating research organisation. Either a business or other professional organisation with whom the candidate will work for the purposes of research.
Module Assessment Board (also known as the 'Unit Assessment Board')	The MAB will agree the final moderated results for each complementary module within the DBA (International) Programme and will decide candidates' entitlement to progress between Phase I and II of the Programme.
Supervisory Team	The Supervisory Team will consist of a Director of Studies at Sheffield Hallam, a Director of Studies at BSN and a Learning Set Adviser. Students will also have access to a Methodologist (see below for definitions of these roles).
Director of Studies	The Directors of Studies will be responsible for the intellectual development and the research design of the research project.
Learning Set Adviser	The Learning Set Adviser will be responsible for the candidate's personal and professional development
Methodologist	The Methodologist will provide specific advice on research design.
Adviser	May be approved to contribute specialised knowledge or a link with an external/collaborating organisation
Programme Leader (SHU)	The Programme Leader is responsible for the academic quality of the DBA programme (including the Sheffield DBA, the DBA (International) and the DBA with Munich Business School.
Course Leader (SHU/SBS)	The Course Leader is responsible for the academic quality of the DBA (International)
Programme Manager (BSN)	As above
Viva Voce	Oral examination: a public defence of the thesis by the candidate.

### D1 AIMS & OBJECTIVES

D1.1 The Doctor of Business Administration International (DBA (International) shares the general educational aims of all Sheffield Hallam University's

professional doctorates and of the DBA (International) at Business School Netherlands. These are to:

- a) provide a programme of in-depth study and personal scholarship in a specialist professional area, including the development of expertise in appropriate methods of research and enquiry, through sustained and independent high quality work which demonstrates critical judgement via a project of advanced research and/or enquiry; *and to*
- b) enable the development of knowledge, critical understanding and/or modes of professional practice which make a significant and distinctive contribution to the advancement of the profession, and to the development of a community of professionals committed to evidence based practice.

D1.2 The specific objectives of the DBA (International) are to:

- a) provide an opportunity to make an independent and original contribution to knowledge and to the practice of management and the professions;
- b) provide a sound research training and development to enable candidates to complete their research successfully and to continue to contribute to knowledge;
- c) build a rich community of reflective practitioners;
- d) contribute to the enhancement of leadership, management and business success particularly within the regions (eg Central/Eastern Europe, Southern Africa, Asia) that are an important part of the target market for the programme
- e) In addition, as part of the process of developing this programme, Sheffield Business School will seek to develop, in collaboration with The Business School, Netherlands, a research culture and ethos which can support a developing community of DBA (International) students and other researchers

D1.3 The University and Business School Netherlands shall ensure that DBA (International) is awarded and conferred are comparable in standard with similar awards granted and conferred throughout higher education in the United Kingdom.

D1.4 The University and Business School Netherlands shall encourage co-operation with other private and public sector organisations for the purposes of research leading to the dual award of the DBA (International). Such co-operation shall be intended:

- a) to encourage outward-looking and relevant practice-related research

- b) to extend the candidate's own experience and perspectives of the work
- c) to provide a wider range of experience and expertise to assist in the development of the project
- d) to be mutually beneficial and
- e) where appropriate, to enable the candidate to develop as a member of a community of professional practitioners.

Under agreed collaborative arrangements with Business School Netherlands, formal collaboration shall normally involve essential access by the candidate to one or more of the following categories of resource at the collaborating organisation (BSN):

- Equipment
- Facilities
- Premises
- Staff
- Data

Under agreed collaborative arrangements, the name of both collaborating organisations shall appear on the candidate's thesis (see Section D7 below). Successful completion of the programme will lead to the dual award of Doctor of Business Administration (International) being conferred by both Sheffield Hallam University and Business School Netherlands.

## **D2 ADMISSIONS**

D2.1 Applicants will **normally** be expected to:

- a) have a recognised Masters degree in Business and Management or a related area;
- b) have at least five years experience in a senior management role or in a professional capacity with significant responsibility or be the Managing Director/Chief Executive Officer of a Small to Medium Size Enterprise or be in an equivalent position;
- c) be able to demonstrate adequate access to organisational situations relevant to their proposed study;
- d) be able to demonstrate clear evidence of ability to communicate in English (see D2.3 below).

D2.2 **Exceptionally**, admission may be granted to applicants who, although lacking a recognised Masters degree, (as specified at D2.1.a):

- e) hold a good first degree (either First or Upper Second Class Honours) in an appropriate discipline **and**
- f) have acquired more appropriate experience than is specified in D2.1.b above and/or undertaken training in management **and**
- g) can demonstrate continuing personal development/education since graduation.

D2.3 Where English is not the applicant's first language, the applicant must show evidence of English language ability, to the following (or equivalent) minimum level of proficiency: an IELTS score of 6.5 and/or a TOEFL score of 580 (paper-based exercise) or 237 (computer-based exercise).

D2.4 Because the process and delivery of the programme is pervaded by the Action Learning approach (which depends on a cohort experience), claims for the accreditation of prior certificated or experiential learning (APCL or APEL) will not be considered.

### **D3 REGISTRATION PERIOD**

D3.1 The normal minimum and maximum periods of registration are as follows:

	<u>Minimum</u>	<u>Maximum</u>
Part-time	4 years	7 years

D3.2 Where there is evidence that the research is proceeding exceptionally well in Phase III of the Programme – hereafter 'Phase III' (Section D5), the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee may approve a shorter minimum period of registration.

D3.3 Where the candidate is prevented, by ill health or other cause, from making progress with the research in Phase III, the registration may be suspended by the University's Research Degrees Sub-Committee / BSN Assessment Exam Committee normally for not more than one year at a time.

D3.4 The candidate must submit a thesis at any time within the appropriate registration period outlined in D3.1 above. If the candidate has not presented his/her work within this period, his/her registration will lapse. If the candidate has good cause for not being able to submit a thesis within this period, the University's Research Degrees Sub-Committee/ BSN Assessment Exam Committee may extend his/her period of registration for not more than one year in total.

D3.5 Where a candidate has discontinued the research in Phase III, the withdrawal of registration shall be notified to the University's Research Degrees Sub-Committee / BSN Assessment Exam Committee. Also, members of academic staff, who will normally be the supervisory team, may instigate a student withdrawal based on relevant evidence and sound



academic judgment. *Some* examples of reasons for instigating a student withdrawal are as follows:

- lack of progress
- lack of engagement
- failing to meet the required standard of academic writing
- failing the Confirmation of DBA assessment process
- not meeting the student responsibilities as outlined in the University's Code of Practice.

Other internal or external factors which impact on candidates' registration status may also be taken into account when instigating a withdrawal. This could be for example where Home Office rules apply and where candidates do not have a valid visa for continuing their study at the University.

D3.6 As this is a dual degree students will be enrolled at both SHU and BSN. However, in order for candidates to be provided with a clear institutional focus and for the purposes of administration, the SHU/SBS Graduate Administrator will act as the key administrative contact.

#### **D4 PHASE I AND II COMPLEMENTARY MODULES**

D4.1 The progress of candidates through the complementary modules in Phase I and II will be overseen by a **the DBA Module Assessment Board<sup>i</sup>**. The purpose, constitution, duties and actions of the Module Assessment Board are set out at **Appendix 1**

This Board will have no powers relating to conferment of the DBA (International) award; its main purposes will be to:

- agree the final moderated results for each complementary module within the Programme and
- decide candidates' entitlement to progress between Phases I and II

#### D4.2 Complementary Module Pass Marks

##### 4.2.1 Module Assessment Schedule

An assessment schedule will be published for each module, if appropriate.

##### 4.2.2 Pass Marks

To pass a module in Phases I and II of the programme, a candidate must:

- achieve an overall pass grade *and*
- achieve a pass grade in *each* assessment task, if appropriate

#### D4.3 Progression from Phase I to II

A candidate will normally be expected to complete and pass all modules of Phase I before being allowed to progress to Phase II, unless the candidate exercises his/her right to reassessment under the Referral and Reassessment Regulations (see D14). Exceptionally, the DBA Programme Assessment Board may exercise its discretion, to allow progression to Phase II, of a candidate who has failed one or both Phase I modules provided that the Board is satisfied that successful reassessment is likely and that reassessment in addition to Phase II work represents a viable student loading.

#### **D5 PROGRESSION FROM PHASE II COMPLEMENTARY MODULES TO PHASE III (RESEARCH PROJECT ELEMENT)**

D5.1 Before being allowed to progress to Phase III, a candidate:

- **must** have passed all complementary modules required in Phases I and II
- **must** have had a research project proposal approved, with no outstanding approval conditions, by the University's Research Degrees Committee/BSN Assessment Exam Committee. To secure approval, proposals must:
  - a) be of an intellectual level consistent with doctoral study
  - b) provide a basis for satisfying the educational aims and specific objectives of the DBA (International), including the emergence of an independent and original contribution to knowledge and/or professional practice
  - c) have been successfully defended via an oral assessment involving at least one person external to the supervisory team
  - d) include a report from the DBA Module Assessment Board on the candidate's performance in Phases I and II of the Programme.
  - e) have applied for/ received ethical approval as appropriate

D5.2 Candidates are also required to consider their development needs at this time. The Development Needs Analysis (RFDNA form) which was adopted in the 2005-6 session to highlight skills training needs was replaced for the start of the 2013-14 session by the Vitae Researcher Development Framework (RDF) Planner. Candidates are expected to use this resource for finding, updating and recording skills development activity. The University requires candidates to complete the 'my actions' and 'my action plan' parts of the planner as a minimum during the induction period. Any other skills development activity is at the discretion of the candidate. Particular care is

needed in the case of a part-time candidate to agree an appropriate programme of related studies which is realistically achievable within the time and funding constraints of part-time study.

The RDF Planner is available through shuspace and can be used by all research degree candidates to:

- keep a record of professional development activities
- identify candidates' expertise and capabilities to plan a career
- print reports for discussions with mentors, supervisors, career advisors etc.
- identify learning and development needs and monitor progress
- upload files such as CVs, conference details, testimonials to record achievements.

Candidates will be able to access information on training and development activities and events via shuspace.

## **D6 SUPERVISION IN PHASE III OF THE PROGRAMME**

D6.1 A candidate for DBA (International) intending to progress to Phase III shall seek approval for a **Supervisory Team** from the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee. The Supervisory Team will normally be convened and approved as part of the process of securing approval for the research project proposal (see D5 above). In approving the Supervisory Team, the following criteria will be taken into account:

- Each student will be supervised jointly by SHU and BSN staff based on interest and capability. The Supervisory Team will consist of two Directors of Studies (one appointed by SHU/SBS, the other by BSN) and a Learning Set Adviser. Students will also have access to a Methodologist who will give specific advice on issues of research design
- The Supervisors (Directors of Studies) will take responsibility for the intellectual development of the student and the thesis and for the overall administration of the student's progress on the DBA (International) at Stage III with the SBS/SHU Director of Studies reporting to SBS/SHU and the BSN Director of Studies reporting to BSN. In the event of any issues the two Directors of Studies will consult with the Learning Set Adviser to recommend appropriate action to the appropriate committees in SHU/SBS and BSN.
- The Learning Set Adviser will take responsibility for the personal and professional development of the student

- In any one student cohort it would normally be the case that 50% of the students would have a Learning Set Adviser from BSN and 50% of the students would have a Learning Set Adviser from SHU
- The need for a Supervisory Team which has academic and personal and professional expertise appropriate to the nature and focus of the thesis
- The need for a Supervisory Team which is research and professionally active to assist the candidate to develop the research proposal in terms of its design and the underpinning literature search
- The need for combined experience across the Supervisory Team normally demonstrated by successful supervision of at least two doctoral students to completion at an accredited higher education institution.

D6.2 Directors of Studies and Learning Set Advisors should *normally* be holders of a Doctorate. Learning Set Advisors should have received training in the principles and practice of Action Learning.

D6.3 A candidate for the DBA (International) shall normally have a Supervisory Team consisting of two Directors of Studies and a Learning Set Adviser. Students will also have access to a Methodologist who will provide specific advice on issues of research design. All SHU appointed Director of Studies should normally be permanent members of staff of the University. All BSN appointed Learning Set Advisors and/or Directors of Studies will be appointed from amongst BSN's existing DBA (International) Faculty and associates under their usual contractual arrangements. The Directors of Studies shall be responsible for supervising the candidate on a regular and frequent basis.

D6.4 In addition to the Supervisory team, an adviser or advisers may be approved by the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee to contribute specialised knowledge or a link with an external organisation.

D6.5 A member of staff who is also a candidate for a research degree, including a DBA, at any institution of higher education will be ineligible to be a member of the Supervisory Team, but may act as an adviser.

D6.6 The University's Research Degrees Sub-Committee's/BSN Assessment Exam Committee approval must be obtained for any change to a candidate's supervision arrangements.

## **D7 THE THESIS**

D7.1 Except with the specific permission of the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee, the thesis shall be presented in English.

- D7.2 There shall be an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to knowledge and/or practice. A loose copy of the abstract shall be submitted with the thesis. The loose copy of the abstract shall have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.
- D7.3 The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- D7.4 Where a candidate's research project is part of a collaborative group project, the candidate shall indicate clearly his/her individual contribution and the extent of the collaboration.
- D7.5 The candidate shall be free to publish material in advance of the thesis but reference shall be made in the thesis to any such work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis. The candidate is free to publish material in advance of the thesis and reference must be made in the thesis to any such work. Copies of published material may be submitted with the initial soft bound copy of the thesis for examination. However, to respect copyright laws, any such published material must be removed from the final copy of the thesis before it is hard bound in cloth binders. The final bound copy which is lodged in the University and BSN must only contain a bibliography of the cited published material but must not contain the published material itself.
- D7.6 The text of the thesis should normally be between 50,000 to 60,000 words and should **not exceed** 60,000 words in length (excluding ancillary data).
- D7.7 Following the award of the degree:
- a) SHU's Directorate of Student and Learning Services (SLS) shall send one loose copy of the abstract, table of contents and title page to The British Library
  - b) SHU's Directorate of Student and Learning Services (SLS) shall lodge one copy of the thesis in the library of the University and in the library of any Collaborating Organisation (as defined in D1.4 above). BSN will also lodge a copy of the thesis in its Library
- D7.8 In exceptional circumstances, in order to protect commercially or politically sensitive material, the Research Degrees Sub-Committee/ BSN Assessment Exam Committee may agree that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in the library of the University (and Collaborating Organisation, if any) and the British Library. In such circumstances, the thesis shall, immediately on completion of the programme of work, be retained by the Department of SLS

on restricted access and, for a time **not exceeding two years**, shall be made available only to those who were directly involved in the project.

The Research Degrees Sub-Committee/BSN Assessment Exam Committee shall normally approve an application for confidentiality only in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the Research Degrees Sub-Committee/BSN Assessment Exam Committee may approve a longer period. Where a shorter period would be adequate the Research Degrees Sub-Committee/BSN Assessment Exam Committee shall not automatically grant confidentiality for two years.

D7.9 The copies of the thesis submitted for examination shall remain the property of the University / BSN but the copyright in the thesis shall be vested in the candidate. The candidate shall be required to sign a statement to this effect which will be submitted together with the thesis.

D7.10 Format of the Thesis: the following requirements shall be adhered to in the format of the submitted thesis. Where a candidate desires further guidance, reference may be made to the British Standards Institution Specification BS 4821 (1990). Where the DBA (International) Joint Regulations differ from BS 4821 in points of detail (other than a) below), a candidate may follow either.

- a) theses submitted to Sheffield Hallam shall be bound in purple binders cloth; theses submitted to BSN shall be in bordeaux red binders cloth
- b) theses shall normally be in A4 format; the Research Degrees Sub-Committee / BSN Assessment Exam Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) copies of the thesis shall be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these shall be of a permanent nature; where word processor and printing devices are used, the printer shall be capable of producing text of satisfactory quality normally using font size 12; the size of character used in the main text, including displayed matter and notes, shall not be less than 2.00 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x);
- d) the thesis shall be printed on the recto side of the page only; the paper shall be white and within the range 70 g/m<sup>2</sup> to 100 g/m<sup>2</sup>;
- e) double or one-and-a half spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used;

- f) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages; page numbers must be positioned centrally at the bottom of the page, 20 mm above the edge;
- g) the title page shall give the following information:
  - the full title of the thesis;
  - the full name of the author;
  - that the degree is awarded by the University and BSN;
  - the award for which the degree is submitted in partial fulfilment of its requirements;
  - the month and year of submission.

D7.11 The University/ BSN library copies shall be bound as follows:

- a) the binding shall be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright; and
- b) in at least 24pt type the outside front board shall bear the title of the work, the name and initials of the candidate, the qualification, and the year of submission; the same information (excluding the title of work) shall be shown on the spine of the work, reading downwards.

## **D8 PHASE III EXAMINATIONS - GENERAL**

- D8.1 The examination for the DBA (International) has two stages: firstly the submission and preliminary assessment of the thesis and secondly its defence at a Viva Voce (oral examination) . Reasonable adjustments will be made to the oral examination for students with disabilities.
- D8.2 A candidate shall normally be examined orally on the programme of work and on the field of study in which the programme of research lies.
- D8.3 A Viva Voce shall normally be held either in the UK (at Sheffield Hallam University) or in the Netherlands (at BSN, Buren) depending on the institutional location of the candidate's Learning Set Adviser in Phase III.
- D8.4 The University's Research Degrees Sub-Committee / BSN Assessment Exam Committee shall make recommendations on the reports and recommendation(s) of the examiners in respect of each candidate. The power to confer the Sheffield Hallam University degree rests with the Academic Board of the University. The power to confer the Business School, Netherlands degree rests with the Board of BSN, Buren.
- D8.5 The degree of DBA (International) may be awarded as an aegrotat or posthumously on the basis of a thesis completed by a candidate that is ready for submission for examination (or equivalent published material or papers accompanied by a critical introduction for an aegrotat award). In such cases

the University's Research Degrees Sub-Committee / BSN Assessment Exam Committee shall seek evidence that the candidate would have been likely to have been successful had the Viva Voce taken place.

- D8.6 Any allegation of plagiarism, collusion, or any other form of dishonest conduct in the preparation of the thesis or in the oral examination will be handled according to the University's Research Misconduct Policy (available from shospace).
- D8.7 The University's Research Degrees Sub-Committee/BSN Assessment Exam Committee will ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the DBA (International) Joint Regulatory Framework. In any instance where the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

## **D9 PHASE III EXAMINATION PROCEDURES**

- D9.1 The submission of the thesis for examination must be at the sole discretion of the candidate. Although a candidate would be unwise to submit the thesis against the advice of the supervisory team, it is his/her right to do so. Similarly, candidates should not assume that a supervisory team's agreement to the submission of a thesis guarantees the award of the degree.
- D9.2 The DBA (International) Course Leader (SHU)/ DBA (International) Programme Manager (BSN) in consultation with the candidate's Directors of Studies will nominate an Examination Board for approval by the University's Research Degrees Sub-committee and BSN Assessment Examination Committee. The Examination Board will consist of: a Chair<sup>1</sup>, one internal examiner from BSN, one internal examiner from SHU and one external examiner (see D11.3). This will be done normally **no later than four months** before the expected date of the examination. The examination may not take place until the examination arrangements have been approved.
- D9.3 Staff from the Secretary and Registrar's Directorate at Sheffield Hallam shall make known to the candidate the procedure to be followed for the submission of the thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.
- D9.4 Staff from the Secretary and Registrar's Directorate (as above) will notify the candidate, the supervisors, the examiners and the chair of the date and location of the Viva Voce.

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<sup>1</sup> The Chair will be independent of the Supervisory Team. They will take oversight of the oral examination but will not take part in the formal assessment process and will not act as an examiner.



D9.5 Staff from the Secretary and Registrar's Directorate will arrange for a draft copy of the thesis to be sent to each member of the Examination Board together with the standard Examiner's Preliminary Report Form and the joint DBA (International) Regulations, and shall ensure that the examiners are properly briefed as to their duties.

D9.6 The Examination Board will consider the draft thesis. The Examination Board will provide detailed feedback on the thesis, using a standard Preliminary Report Form, and will make suggestions for change and/or additional materials as appropriate. In consultation with the Directors of Studies, the candidate will have the opportunity to respond to the Examination Board's feedback.

- If the candidate's response to the feedback is to the Supervisor's satisfaction, the alterations will be reported to the Examination Board and the candidate can proceed to the Viva Voce
- If the supervisor's judgement is that the candidate's response to the feedback is not satisfactory this is reported to the Examination Board for consideration. This does not preclude the student from moving to the Viva Voce
- If the Examination Board requires major amendments to the doctoral thesis it will be subject to resubmission within 12 months of the Viva Voce (see D12.4 below).

D9.7 The DBA (International) is concluded by means of the Viva Voce. In addition to the members of the Examination Board, a public forum will be invited to attend the Viva Voce, subject to the University's regulations regarding confidentiality of thesis content (see D7.8 above). All research degree oral examinations from the 2013-14 session onwards will have oversight by an independent chair. In line with the QAA's UK Quality Code for Higher Education (Part B, Chapter 11) the chair will be a non-examining chair who may not contribute to the assessment judgement. The overarching role of the Chair is to ensure that:

- the viva voce examination process is rigorous, fair, reliable and consistent;
- the candidate has the opportunity to defend the thesis and respond to all questions posed by the examiners;
- the questioning of the candidate by the examiners is conducted fairly and professionally;
- the examiners adhere to the University's regulations and procedures;
- advice is given about the regulations to the examiners and the candidate if required.

Although the chair will not take part in the formal assessment process, they will normally have the following:

- access to a copy of the thesis during the examination,
- sight of the examiner's preliminary reports before the examination commences, and
- will sign off the examiners' joint recommendation form when the examiners have completed their assessment in order to verify that due process has been followed
- will complete a short report on the oral examination for audit purposes.

D9.9 Following the Viva Voce, the Examination Board will make its final recommendations to the Research Degrees Sub-committee and BSN Assessment Exam Committee about the award of the DBA (International). In the event of disagreement between members, see regulation D12.6.

## **D10 THE CANDIDATE'S RESPONSIBILITIES IN THE PHASE III EXAMINATION PROCESS**

D10.1 The candidate shall submit the thesis to the staff from the Secretary and Registrar's Directorate at Sheffield Hallam before the expiry of the registration period.

D10.2 Although the presentation of the thesis must be discussed with the Supervisor (see D9.1), the submission of the thesis for examination shall be at the sole discretion of the candidate. While a candidate would be unwise to submit the thesis for examination against the advice of their Supervisory Team, it is the candidate's right to do so. Similarly, candidates should not assume that a Supervisor's agreement to the submission of a thesis guarantees the award of the DBA (International) (see D9.1 above).

D10.3 The candidate shall satisfy any conditions of eligibility for examination required under the Joint University and BSN Regulatory Framework.

D10.4 The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner between the approval of the Examination Board and the Viva Voce.

D10.5 The candidate must confirm their intention for the thesis to be assessed by completing a declaration form. This must be done at first assessment and also for resubmissions. The declaration will confirm that the thesis has not been submitted for a comparable academic award. The candidate will not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated (for example where some of the work may have been developed from Masters study).

D10.6 The candidate shall ensure that the thesis format is in accordance with the requirements of the University and BSN (see section D7 above). Theses may be submitted for the purposes of the Viva Voce either in a permanently

bound form or in a temporarily bound form which is sufficiently secure to ensure that pages cannot be added or removed. The thesis will be presented in a permanent binding of the approved type (see paragraph D7.11) before the degree may be awarded. A thesis submitted in a temporarily bound form shall be in its final form in all respects except the binding. In such cases the candidate will confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners.

## **D11 PHASE III EXAMINERS**

D11.1 A candidate shall be examined by at least three and normally not more than four examiners (except where paragraphs D12.6, D13.2, or D13.8, below, apply) of whom at least one shall be an external examiner. The Examination Board will be appointed by SHU and BSN. (See D9.2 above.)

D11.2 An internal examiner shall be defined as an examiner who is:

- a) a member of staff of Sheffield Hallam University or BSN Faculty or
- b) a member of staff of the candidate's collaborating research organisation (as defined in D1.4 above)

D11.3 Where the candidate and the internal examiner are both on the staff of the same organisation, a second external examiner shall be appointed (see D9.2).

D11.4 Examiners shall be experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialist in the topic(s) to be examined.

D11.5 The external examiner shall have experience of examining doctoral candidates as either an internal or an external examiner.

D11.6 The external examiner must be independent both of the University and BSN and may not have acted previously as the candidate's supervisor or adviser. An external examiner may not normally be a supervisor of another candidate at the University or BSN. Former members of staff of the University or BSN shall normally not be approved as external examiners until three years after the termination of their employment with the University.

The University's Research Degrees Sub-Committee/BSN Assessment Exam Committee shall also ensure that an external examiner is not approved so frequently that his/her familiarity with the Programme might prejudice objective judgement.

D11.7 No candidate currently registered for the DBA or other research degree is eligible to act as an examiner.

## D12 FIRST EXAMINATION IN PHASE III

D12.1 Each examiner shall read and examine the draft thesis and submit, on the appropriate form, an independent preliminary report on it to the Chair of the Examination Board. In completing the preliminary report, each examiner shall consider the draft thesis and make a declaration that they will assess the candidate for the award through a Viva Voce.

D12.2 The examiners shall submit, on the appropriate form, feedback to the candidate on the thesis which, in consultation with the Supervisor, must be considered prior to Viva Voce. Candidates are strongly advised to take these comments on board and will have the opportunity to contact the examination board regarding clarification of any points noted in the comments. Candidates have the option of submitting a revised version of the thesis which will be considered at the Viva Voce. Candidates will have 4 months to resubmit the thesis from receiving the initial comments.

D12.3 Following the Viva Voce (see D9.7 above) the Examination Board will prepare a joint report and recommendation relating to the award of the degree to the Chair of the University's Research Degrees Sub-Committee and to the Chair of the BSN Assessment Exam Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee to satisfy itself that their recommendation is correct.

Where the examiners are not in agreement, separate reports and recommendations shall be submitted (see D12.6). The recommendations shall be made on the appropriate form.

D12.4 Following the completion of the Viva Voce the examiners may recommend that:

- a) the candidate be awarded the degree of DBA (International), or
- b) the candidate be awarded the degree subject to minor amendments being made to the thesis **within 4 months of the Viva Voce date**; or
- c) the candidate is permitted to re-submit for the degree and be re-examined, with or without a Viva Voce **within 12 months of the date of the Viva Voce** (see D14.7).
- d) as an alternative, the candidate be awarded the degree of MProf subject to the presentation of the thesis amended to the satisfaction of the examiners, and provided that the candidate clearly satisfies the requirements for MProf (D13.2 below outlines the MProf award objectives).

Where amendments are required (as in option (b) and (c) above) the candidate shall submit the amended thesis within the period of 4 months or 12 months respectively from the date of the Viva Voce. The University's Research Degrees Sub-Committee/BSN Assessment Exam Committee may, where there are good reasons, approve an extension of this period.

D12.5 Where the examiners are satisfied that the candidate has in general reached the standard required for the degree but consider that the candidate's thesis requires some minor amendments and corrections, but these are not so substantial as to call for the submission of a revised thesis, they may recommend that the candidate has passed the thesis component subject to amendment of the thesis to the satisfaction of the internal and/or the external examiner(s). Under these circumstances, the examiners will indicate to the candidate in writing what amendments and corrections are required.

D12.6 Where the examiners' recommendations are not unanimous, the University's Research Degrees Sub-Committee /BSN Assessment Exam Committee may:

- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner)
- b) accept the recommendation of the external examiner or
- c) require the appointment of an additional external examiner any such appointment shall be made in accordance with the approved procedures for the appointment of examiners.

D12.7 Where an additional external examiner is appointed under sub-paragraph D12.6c, s/he shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further Viva Voce. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional external examiner the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee shall complete the examination as set out in paragraph D9.6.

D12.8 A further examination in addition to the Viva Voce may be requested by the examiners. In such cases the approval of the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee shall be sought without delay. Where such an examination is arranged following a Viva Voce, it shall normally be held **within two calendar months** of the Viva Voce unless the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination

## **D13 RECOMMENDATION FOR AWARD**

D13.1 Award of the Doctor of Business Administration (International)

Subject to meeting the aims and objectives set out in D1.1 & D1.2 above, on the recommendation of the University's Research Degrees Sub-Committee and BSN Exam Assessment Committee, the University and BSN will both award a Doctor of Business Administration (International) to all candidates who have:

- passed all the complementary modules required in Phases I and II of the programme; and
- passed the thesis element in Phase III (including the completion and approval of any amendments required by the examining team) and successfully defended the work in the thesis at a public Viva Voce.

#### D13.2 Award of Master of Professional Studies (see also 12.4 (d) above)

The award of MProf Business Research will be awarded to a candidate who, having critically investigated and evaluated an approved topic/area of professional practice, and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by Viva Voce to the satisfaction of the examiners.

The MProf is a staged exit award providing a potential alternative exit point for a candidate who may be unable to, or does not wish to, complete the full DBA programme. Provided a candidate has satisfied all requirements for the award of MProf, the examiners may recommend this award.

#### D13.3 Aegrotat Awards

In cases where a candidate is unable to complete the research through ill health (on medical grounds) an *aegrotat* MProf or DBA (International) may be awarded. However, sufficient evidence of the student's achievement at doctoral level would need to be presented for examination. A thesis or alternative form of submission such as a collection of published material, papers or reports with a critical introduction and presented as a bound thesis, would be acceptable for this purpose. Candidates will also be assessed on an individual basis by the University's Research Degrees Sub-Committee and the BSN Assessment Exam Committee (on the advice of the Supervisory Team) to determine whether a Viva Voce would be necessary or would need to be dispensed with. In such cases the University's Research Degrees Sub-Committee and the BSN Assessment Exam Committee will seek evidence that the candidate would have been likely to succeed had the Viva Voce taken place.

#### D13.4 Posthumous Awards

The degree of MProf or DBA (International), as appropriate to the individual circumstances, may be awarded posthumously on the basis of a thesis (or equivalent) completed by a candidate which is ready for submission for examination. In such cases the University's Research Degrees Sub-

Committee and the BSN Assessment Exam Committee will seek evidence that the candidate would have been likely to succeed had the Viva Voce examination taken place.

## **D14 REFERRAL AND REASSESSMENT (PHASES I, II and III)**

### **D14.1 Referral in Phase I and II Complementary Modules**

Where a candidate fails a module in Phase I or II, the candidate will be referred in that module and has the right to be reassessed in the module on one occasion only. Where the candidate subsequently passes all referred assessment tasks, the module will be passed.

The right to reassessment will not apply to candidates who fail to submit work by the final deadline without valid cause. In the case of non-submission, candidates will not be permitted any further assessment in the module and may not proceed on the Programme.

Where the candidate fails one or more *referred* modules, the Module Assessment Board will permit further reassessment only in exceptional circumstances.

### **D14.2 Reassessment in Phase I and II Complementary Modules**

The Module Assessment Board will determine the method and timing of reassessments. The Board may require a period of attendance prior to further reassessment.

Where it is not practicable for students to be reassessed in the same assessment tasks or by the same method as the first assessment attempt, the Board will determine appropriate alternative arrangements.

### **D14.3 Compensation for Failure in Phase I and II Complementary Modules**

Compensation for failure in any of the modules in Phase I or II is not permitted.

### **D14.4 Extenuating circumstances affecting performance in assessments for Phase I and II Complementary Modules**

Extenuating circumstances affecting performance in assessments for Phase I and II complementary modules will be handled under the relevant procedures (see D15).

### **D14.5 Academic misconduct in relation to complementary modules in Phases I and II**

Any allegations of academic misconduct, including plagiarism or cheating will be handled under the relevant procedures (see D16).

D14.6 Appeals against the decisions of the Module Assessment Board in relation to complementary modules in Phases I and II

A candidate may appeal against a decision of the Module Assessment Board in respect of the assessment of complementary modules in Phases 1 and II under the grounds for appeal, and appeals procedures (see D17).

D14.7 Re-examination in Phase III

One re-examination may be permitted by the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee subject to the following requirements:

- a) a candidate who fails to satisfy the examiners at the first examination, including where appropriate the Viva Voce or any further examination required, on the recommendation of the examiners and with the approval of the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee, a candidate may be permitted to revise the thesis and be re-examined
- b) the examiners shall provide the candidate, through the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee, with written guidance on the deficiencies of the first submission
- c) the candidate shall submit for re-examination within the period of **12 months from the date of the Viva Voce**. The University's Research Degrees Sub-Committee/BSN Assessment Exam Committee may, where there are good reasons, approve an extension of this period.

D14.8 The University's Research Degrees Sub-Committee/BSN Assessment Exam Committee may require that an additional external examiner be appointed for the re-examination; any such appointment shall be made in accordance with the approved procedures for the appointment of examiners.

D14.9 There are four forms of re-examination:

- a) where the candidate's performance in the first Viva Voce or further examination was satisfactory but the thesis was unsatisfactory and the examiners, on re-examination, certify that the thesis as revised is satisfactory, the University's Research Degrees Sub-Committee may exempt the candidate from further examination, oral or otherwise
- b) where the candidate's performance in the first Viva Voce or further examination was unsatisfactory and the thesis was also unsatisfactory, any re-examination shall normally include a re-examination of the thesis and a Viva Voce



- c) where on the first examination the candidate's thesis was satisfactory but the performance in the Viva Voce and/or other examination(s) was not satisfactory, the candidate shall be re-examined in the Viva Voce and/or other examination(s), **within six months**, without being requested to revise and re-submit the thesis
- d) where on the first examination the thesis was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee

D14.10 In the case of a re-examination under sub-paragraphs D14.9 a, b or c, each examiner shall read and examine the thesis and submit, on the appropriate form, an independent preliminary report on it to the University's Research Degrees Sub-committee/BSN Assessment Examination Committee before any Viva Voce or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree (as set out in paragraphs D1.1 and D1.2) and where possible make an appropriate provisional recommendation subject to the outcome of any Viva Voce.

D14.11 Following the re-examination of the thesis under sub-paragraph D14.9a or following a Viva Voce or other examination under D14.9 b, c or d, the examiners shall, where they are in agreement, submit on the appropriate form a joint report and recommendation relating to the thesis component of the programme to the University's Research Degrees Sub-Committee/BSN Assessment Examination Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University's Research Degrees Sub-Committee to satisfy itself that the examiners' recommendation is correct.

Where the examiners are not in agreement, separate reports and recommendations shall be submitted (see D12.6 and D14.14). The recommendations shall be made on the appropriate form.

D14.12 Following the completion of the re-examination the examiners may recommend that:

- a) the candidate is awarded the degree of DBA (International);
- b) the candidate be awarded the degree subject to minor amendments being made to the thesis **within 4 months of the Viva Voce**
- c) the candidate be not awarded the degree and be not permitted to be re-examined

- d) the candidate be awarded the degree of MProf subject to the presentation of the thesis amended to the satisfaction of the examiners (within 4 months of the Viva Voce date).

D14.13 Where, following re-examination, the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the candidate's thesis requires some minor amendments and corrections not so substantial as to call for the submission of a revised thesis, the examiners may recommend that the candidate has passed the thesis component subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s). In such a case, the examiners will indicate to the candidate in writing what amendments and corrections are required.

D14.14 Where, following re-examination, the examiners' recommendations are not unanimous, the University's Research Degrees Sub-Committee/BSN Assessment Examination Committee may:

- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner); or
- b) accept the recommendation of the external examiner; or
- c) require the appointment of an additional external examiner; any such appointment shall be made in accordance with the approved procedures for the appointment of examiners.

D14.15 Where an additional external examiner is appointed under sub-paragraph D14.14c, s/he shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further Viva Voce. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the University's Research Degrees Sub-Committee shall complete the examination.

D14.16 A further examination in addition to the Viva Voce may be requested by the examiners. In such cases the approval of the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee shall be sought without delay. Where such an examination is arranged following a Viva Voce, it shall normally be held within two calendar months of the Viva Voce unless the University's Research Degrees Sub-Committee/BSN Assessment Exam Committee permits otherwise.

D14.17 Following re-examination, where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting a Viva Voce, they may recommend that the University's Research Degrees Sub-Committee / BSN Assessment Exam Committee dispense with the Viva Voce and not award the degree.

D14.18 Where, following re-examination, the University's Research Degree Sub-committee / BSN Assessment Examination Committee decides that the

degree be not awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be forwarded to the candidate by the Director of SLS.

## **D15 EXTENUATING CIRCUMSTANCES**

### **D15.1 Extenuating Circumstances affecting the Viva Voce examination (Phase III)**

- A candidate will normally be examined orally on the programme of work and on the field of study in which the programme lies. Where, for exceptional reasons of sickness, disability or comparable valid cause over and above the normal difficulties experienced in life, the Joint Research Assessment Panel is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination on the due date and time previously set, the Panel may agree that the oral examination be postponed to a suitable later date

Requests for consideration of such exceptional extenuating circumstances should be made by letter, as soon as possible before the date of the oral examination, to the SHU or BSN Programme Manager for consideration by the Joint Research Assessment Panel in consultation with the examiners. The candidate must also provide independent documentary evidence in support of the request, such as medical evidence.

## **D16 ACADEMIC MISCONDUCT**

Any allegation of academic misconduct (plagiarism, collusion or any other form of dishonest conduct) in Phase I or II of the programme shall be made, in the first instance, to the **DBA Module Assessment Board** (with representation from SHU/SBS and BSN). Any allegations of academic misconduct in the preparation of the thesis (Phase III of the programme) shall be made to the Chair of the Research Ethics committee using the Research Misconduct policy, in the first instance. These matters will be dealt with in a manner that is consistent with the University's/BSN's standard procedures. Policy and procedures for handling allegations of academic misconduct are available from the Sheffield Hallam University's website. These procedures are in line with the University/BSN's standard procedures.

## **D17 APPEALS**

**D17.1** Candidates may appeal against the decisions of the Module Assessment Board in respect of assessment of the complementary modules in Phases I and II. Information on the procedure to be followed during Phases I and II (Appeals against decisions of Award Assessment Boards for Undergraduate and Taught Postgraduate Students) is available from the Sheffield Hallam University's website at:

[https://students.shu.ac.uk/regulations/appeals\\_and\\_complaints/index.html](https://students.shu.ac.uk/regulations/appeals_and_complaints/index.html)

Disagreement with the academic judgement of the Module Assessment Board in agreeing marks or progression **cannot** in itself constitute grounds for appeal.

- D17.2 A candidate may appeal against the recommendation of the examiners in Phase III. Information on the appeals procedure to be followed during Phase III (Appeals Procedure for Research Degrees) is available from the same web site as noted above. ). A candidate's appeal may be made in relation to a recommendation of assessors/examiners at either the transfer to DBA stage or at final examination stage. Complaints by a candidate on the inadequacy of supervision or other arrangements during Phase III are governed by separate procedures (see D18 below), and may not be submitted as grounds for appeal.
- D17.3 The appeals procedures and regulations are intended to meet the statutory requirements of the Office of the Independent Adjudicator (UK) and are in line with guidance in the revised QAA code of practice section for research degrees. The appeals procedures and regulations are in line with BSN's standard appeals procedures.

## **D18 COMPLAINTS**

Complaints relating to the quality of a candidate's learning experience during Phase I, II or III are subject to the University's Complaints Procedures and are available Sheffield Hallam University's website at:

[https://students.shu.ac.uk/regulations/appeals\\_and\\_complaints/index.html](https://students.shu.ac.uk/regulations/appeals_and_complaints/index.html)

The Complaints Procedures provide for complaints made against teaching or service-related provision covering students on all programmes of study.

Where a complaint refers to an aspect of the Programme which is the responsibility of BSN, the SHU Programme Leader will liaise with the BSN Programme Manager, in the first instance, to resolve the issue through the early resolution stage of the process.

## **APPENDIX ONE**

### **THE DBA MODULE ASSESSMENT BOARD<sup>2</sup>**

#### **1 PURPOSE**

The main purposes of the DBA Module Assessment Board are to

- i) agree the final moderated results for each taught Module within the DBA Programme. The Board will moderate the standards for each Module, by overseeing the moderation processes carried out by internal examiners and by agreeing the final moderated results.

The Board must

- moderate sets of Module results
- agree the results for each Module

- ii) decide candidates' entitlement to progress between Phase I and II of the Programme.

The Board will agree:

- decisions on progression
- decisions on referrals
- all reassessment requirements
- decisions on extenuating circumstances
- decisions on action to be taken for missing results
- decisions on cases of suspected cheating
- decisions following admission of a candidate's appeal relating to Phase I or II.

#### **2 CONSTITUTION**

The DBA Module Assessment Board shall be appointed by the Board of Studies in the Sheffield Business School

Members of the Board shall be:

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<sup>2</sup> This Appendix may also be referred to as the 'DBA Unit Assessment Board'

Chair

Programme Leader

External Examiner(s) for Phases I and II

The Course Leader for the Home DBA

The SBS Course Leader for the DBA with Munich Business School

The Munich Business School Course Leader for the DBA with Munich Business School or representative.

The Business School Netherlands Programme Manager (Academic) for the DBA (International) or representative.

Module Leaders for the modules on Phases 1 and 2 of the courses that constitute the DBA Programme.

The Chair of the Board shall be appointed by the Joint Board for a fixed period of office, normally 4 years. The Chair

- shall be a member of the teaching staff, normally based within O&M
- shall have substantial course management/leadership experience or prior substantial experience as an examiner in another institution
- shall not be the Faculty Executive Dean, nor the Programme Leader
- shall not have any significant involvement in the administration or delivery of the programme.

### **3 DUTIES**

The DBA Module Assessment Board shall

- agree results for each Module, by
  - checking the marking standards within each Module
  - comparing sets of Module results to ensure comparability, adjusting results as a whole, if deemed appropriate

If necessary the Board may ask for a set of assessments to be remarked

- consider the overall performance of each registered candidate in the taught units within the programme, taking account of information provided on extenuating circumstances, in order to
  - decide entitlement to progress from Phase I to II
  - agree the arrangements for reassessment for each candidate including methods and timing

- agree action to be taken in the case of missing results
- consider cases of alleged cheating and determine the action to be taken
- inform the Research Degrees Committee of candidates' performance in the taught units of the Programme
- consider APL claims in accordance with University procedures
- consider appeals relating to Phase I or II referred to the Board by the Director of SLS or the Academic Board, in accordance with the University's Appeals Regulations
- refer to the Joint Board or to the Academic Board such matters as it considers relevant

#### **4 ACTION BEFORE THE MEETING**

##### **Documentation for the DBA Module Assessment Board**

The Board shall receive for each taught Module within the Programme

- a list of all candidates registered for the Module
- for each candidate, the result for all assessment components of the Module, together with the overall Module result
- any explanation for any missing results, together with any supporting evidence and recommendation from internal examiners on action to be taken
- a list of Module statistics, including:
  - the number of candidates taking the Module
  - the mean and standard deviation
  - the identification of any 'unusual' results
  - recommendations for action on any "unusual" results
- information on extenuating circumstances submitted by candidates in explanation of failure or poor performance, and any staff recommendations for action
- information on any alleged cases of cheating
- any additional information about the assessment of a Module

##### **Documentation for External Examiners**

To perform their duties, including moderation and sampling, external examiners should:

- be involved in all aspects of assessment contributing to decisions on results
- receive samples of candidates' work, with copies of assessment tasks and criteria
- agree sampling with the Module Team as appropriate
- note that adjustment of results is only possible for the results for the Module as a *whole*, not for individual candidates on the basis of sampling only. If a potential problem with results is identified as a result of sampling, this should be referred back to the Module team for review, in context of the marking for the Module as a whole.

### **Administrative process**

The Chair, Secretary and Programme Leader should work together to

- ensure all documentation is available for the Board and that the External Examiner and all members receive the necessary details
- co-ordinate Module results by candidate profile where straightforward, and annotated where discussion is expected (eg extenuating circumstances/borderlines)
- co-ordinate/collate all extenuating circumstances forms, relevant documentary evidence and other relevant notes on individual candidates; if appropriate arrange meeting of filtering committee to consider extenuating circumstances

## **5 ACTION AT THE MEETING**

### **Confidentiality**

All proceedings of the meeting should be strictly confidential; the Chair should read out the confidentiality statement included in the University's Assessment Handbook at the start of the meeting.

### **Moderation Process / Business of the Board**

The Board should follow the same moderation procedures as described in the University's Assessment Handbook for the operation of Subject Assessment Boards.



The operation of the Board should follow the same procedures as described in the University's Assessment Handbook for the operation of Award Assessment Boards.

## **6 ACTION AFTER THE BOARD**

The same procedures should be followed as described in the University's Assessment Handbook for the operation of Award Assessment Boards.

The DBA Module Assessment Board also has a responsibility to inform the University's Research Degrees Sub-Committee of the performance of candidates in Phase I and II (see Regulations Section D5) to enable the RDSC to form a judgement of candidates' fitness to proceed to Phase III.

### Master of Professional Studies

This award will enable students who are unable to, or who may be advised not to, complete the full DBA award to exit their programme of study with an alternative intermediate award. It is not anticipated that this award would be actively marketed or recruited to, but that it would simply provide an award, where appropriate, for some students. Students must have passed all assessment tasks in years 1 and 2 to be eligible for this award.

Students wishing to exit with this award will be required to re-present the written work that they produced for Modules 1 and 3. They may, if they wish to, revise and further develop these assignments in the light of feedback and changing circumstances from the first submission of these pieces of work prior to presenting them for their MProf. The dissertation can contain elements of work undertaken in the modules and in the preparation of the research proposal (Month 15) but this work should be presented in an integrated, synthesised manner.

**These three pieces of written work, representing 28,000 words in total (submitted as a portfolio)** will be assessed and students will be required to respond to questions and engage in discussion of their work in a **viva voce** examination with an examination panel including at least one external examiner.

#### Summary of Assessment requirement for MProf Award

1. Re-presentation (incorporating if appropriate feedback and comments) of:

A modified version of assignment one: Advanced Management module one, which presents the critical evaluation of the subject area relevant to their research issue.

6,500 words

A modified version of assignment two: Philosophies and Design of Research in Business and Management: A critical review of the theoretical perspective, research methodologies & methods appropriate to proposed research issue.

6,500 words

2. Submission of:

A dissertation that presents a critical discussion and evaluation of the student's key intellectual, personal/professional, and organisational concerns. Including an informed critical awareness of the theoretical and philosophical perspectives which have helped them develop new insights into advanced organisational research issues and a critical literature review.

15,000 words

3. Oral examination

### **2.3 Transfer to MProf Business Research Award**

Transfer to a MProf award may occur at any time following completion of the first three modules, i.e. normally the first two years, of a student's study on the programme. In some cases transfer may be planned in the sense that a student recognises or is advised that they are unlikely to be capable of successfully completing a full DBA award. In other cases transfer to the MProf award may be a consequence of an unanticipated change in circumstances that prevent a student from continuing with their DBA studies. The MProf (Business Research) award option will also be available for a student who submits a final DBA thesis but fails, in the end, to satisfy examiners.

The minimum duration of MProf is therefore two and a half years while the maximum duration is seven years the same as the maximum duration of a full DBA award.

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<sup>i</sup> This may also be referred to as the 'DBA Unit Assessment Board'.