

-PLEASE READ THIS PAGE BEFORE FILLING OUT THE APPLICATION

ADMISSION INFORMATION

The Doctor of Business Administration (DBA) program is run in collaboration with Lyon 3, Jean Moulin University.

Admission to a degree in the Doctor of Business Administration (DBA) program is granted through the Office of Admissions and Registration, which receives and processes all applications, evaluates credentials, and issues notification letters. Standards under which students are admitted for study in these programs are established and monitored by the department. Acceptance into the DBA program is based on the candidate meeting University admissions requirements and the recommendation of the Faculty Graduate Admission Committee.

Applicants to DBA studies must hold a MBA or MS degree or its equivalent from a recognized institution of higher learning.

The Admissions Committee will compile a dossier of documents to be considered for your application to UOB. To complete the dossier you must submit all the following to the Office of Admissions and Registration:

- Three (3) recent passport-size photographs.
- An application Fee of 150,000 L.L. (100 U.S.D.)
- A photocopy of your identity card or passport.
- A face-to-face interview with the Director of the Program at UOB (you will be contacted at a later date).
- Evidence of English Language Proficiency, i.e, TOEFL for applicant from non-English speaking universities. (a minimum of 600 on the paper-based TOEFL, or 100 on the internet-based TOEFL).
- A certified copy of your Bachelor degree, its equivalence, and an official transcript.
- A certified copy of your Master's Degree, its equivalence, and an official transcript.
- A copy of your courses' description for your Master's Degree.
- Employment Verification (5 years of experience required).
- Two recommendation letters: one from your field project/thesis supervisor/professor and one from a previous employer (Forms enclosed).
- Initial Research Proposal (20 pages, double spaced, format and guidelines enclosed):
 - o Introduction and Problem Identification: specifying your intended field of specialization (Accounting, Finance, Management, Organizational Behavior, Change Management, Operation Management, Project Management Marketing, Economics, Human Resources, Banking, International Business, etc...) and areas of focus.
 - o Research Aims and Questions
 - o Preliminary Literature Review
 - o Research Methodology
 - o Research Timetable
 - o References

The application must be submitted in full to the Office of Admissions & Registration before the published deadline dates.

Incomplete or incorrect applications cannot be considered by the Committee. All submitted documents for admission are the property of the University and may not be reclaimed by the applicant.

Your application is valid only for the academic year to which you are applying. You must submit a new application to be considered for a semester which falls in another academic year.

APPLICATION FOR DBA ADMISSION

FOR OFFICIAL USE

DO NOT WRITE IN THIS BOX

Application Number

Date Received by the Office of Admissions & Registration

____/____/____
Day Month Year

PLEASE TYPE OR PRINT BLOCK LETTERS, USING INK

I- PERSONAL AND FAMILY INFORMATION

1- Name as on Identity Card or Passport (Your name will appear in this form on all University documents, including diplomas.)

(In English) _____
First Name Father's Name Last Name

(In Arabic) _____
Last Name Father's Name First Name

2- Mother's Maiden Name in Full

(In English) _____
First Name Father's Name Last Name

(In Arabic) _____
Last Name Father's Name First Name

3- Personal Status

Male Female Single Married Separated Divorced Widowed

4- Maiden Name (for married women)

(In English) _____
First Name Father's Name Last Name

(In Arabic) _____
Last Name Father's Name First Name

5- Date and place of Birth, as on Identity Card or Passport

____/____/____ _____
Day Month Year City Country

6- Nationality, as on Identity Card or Passport

Nationality at Birth Present Nationality Second Nationality (if any)

7- Family Registration Number, or Passport Number

8- If you have a physical handicap or health condition which requires special consideration, please note

9- Is any member of your immediate family currently affiliated with the University? Yes No

If Yes, Please specify in what capacity and the relation of the family member to you

Faculty Staff Alumnus Father Mother Brother Sister

Name of Affiliated Family Member

Position Title or Year Graduated for Alumni

II- ADDRESS INFORMATION

HOME ADDRESS

MAILING ADDRESS

Building Apt N°

Building Apt N°

Street Quarter

Street Quarter

City Country

City Country

(Area Code) Telephone number Cell Phone number

(Area Code) Telephone number Cell Phone number

(Area Code) Fax Number

(Area Code) Fax Number

@
E-mail address

@
E-mail address

III- APPLICATION INFORMATION

1- Program(s) to which you are applying

Faculty

Major



2- Semester and academic year to which you are applying

<i>Semester</i>	<i>Year</i>
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3- If you were previously enrolled at the University of Balamand, please specify:

<i>Faculty of Enrollment</i>	<i>Major</i>
<i>Student Identification Number</i>	<i>Enrolled from (Date) to (Date)</i>

4- Field Project / Thesis of your Master's Degree

<i>Project Title</i>	<i>Date of Completion</i>
<i>Name of Supervisor</i>	<i>Supervisor's Position / Title</i>
<i>Name of Partner if Applicable</i>	<i>Grade Earned</i>

5 - Jobs you had during the past three years

<i>Name of Employer</i>	<i>Address</i>	<i>From (Date) To (Date)</i>
<i>Name of Employer</i>	<i>Address</i>	<i>From (Date) To (Date)</i>
<i>Name of Employer</i>	<i>Address</i>	<i>From (Date) To (Date)</i>

6 - Please provide more details on the job you held most recently:

<i>Present Position</i>	<i>From (Date) To (Date)</i>	
<i>Name of Employer</i>	<i>Address</i>	
<i>Name of Supervisor</i>	<i>Title</i>	<i>Address</i>
<i>Title Held</i>	<i>Responsibilities</i>	





Lined area for text entry

VI. FINAL STATEMENT

Your signature on the line below indicates that all the information provided in this application is true and accurate.

Signature of Applicant in English *Date*

Signature of Applicant in Arabic *Date*





DBA PROGRAM RECOMMENDATION FORM

FOR ACADEMIC REFEREES (FIELD PROJECT / THESIS SUPERVISOR/PROFESSOR)

NOTE TO APPLICANT: On the line below please write your name as it appears on your application before submitting this form to the Recommender.

FOR OFFICIAL USE

DO NOT WRITE IN THIS BOX

(In English) First Name Father's Name Last Name

ID Number

NOTE TO RECOMMENDER: This student is applying to the University of Balamand. Please fill out this form and return it to the applicant in a sealed envelope for delivery to the Office of Admissions & Registration. Your candidness is appreciated and will help us appraise the applicant's eligibility for admission. The contents of this recommendation will be kept confidential.

First Name

Last Name

Post

Address

Organisation or Institution Name

Address

RECOMMENDATION

1- How long have you known the applicant for and in what context?

2- Please rate the Applicant in terms of:

	No Basis	Average	Good	V. Good	Excellent	Outstanding
Academic skills and potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual skills and ability to carry out research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determination skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English linguistics skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3- Does the applicant have any special strengths, weaknesses or problems which we should be aware of?



4 - Do you have any reason to doubt the integrity of this applicant, please explain why? Helpful additional comments are welcome.

Recommender Name in Block Letters *Signature* *Date*



DBA PROGRAM RECOMMENDATION FORM FOR A CURRENT OR FORMER EMPLOYER

NOTE TO APPLICANT: On the line below please write your name as it appears on your application before submitting this form to the Recommender.

	<i>FOR OFFICIAL USE</i>	<i>DO NOT WRITE IN THIS BOX</i>
<hr/>	<hr/>	<hr/>
<i>(In English) First Name</i>	<i>Father's Name</i>	<i>Last Name</i>
		<i>ID Number</i>

NOTE TO RECOMMENDER: This student is applying to the University of Balamand. Please fill out this form and return it to the applicant in a sealed envelope for delivery to the Office of Admissions & Registration. Your candidness is appreciated and will help us appraise the applicant's eligibility for admission. The contents of this recommendation will be kept confidential.

<i>First Name</i>	<i>Last Name</i>
<i>Post</i>	<i>Address</i>
<i>Organisation or Institution Name</i>	<i>Address</i>

RECOMMENDATION

1- How long have you known the applicant for and in what context?

2- Please rate the Applicant in terms of:

	No Basis	Average	Good	V. Good	Excellent	Outstanding
Work experience and potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determination skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English linguistics skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3- Does the applicant have any special strengths, weaknesses or problems which we should be aware of?



4 - Do you have any reason to doubt the integrity of this applicant, please explain why? Helpful additional comments are welcome.

Recommender Name in Block Letters

Signature

Date





UNIVERSITY OF
BALAMAND



**FACULTY OF BUSINESS AND MANAGEMENT
DOCTORATE IN BUSINESS ADMINISTRATION
INITIAL RESEARCH PROPOSAL**

Write Your Full Name in Capital Letters

First Name

Middle Name

Last Name

***“I certify that this document is solely the result of my personal work. I have cited sources from which I extracted information/data/ideas. I accept the rejection of this project in case it was found to have been plagiarized. Plagiarism is ground for not getting accepted into the program.*”**

First Name

Middle Name

Last Name

Please Attach this Paper to Your Research Proposal

GUIDELINES FOR WRITING YOUR INITIAL RESEARCH PROPOSAL

Please use this form in order to organize your initial research proposal. Make sure it contains a comprehensive description of your proposed research. At a later stage, this proposal as well as the methodology will be revisited and an advisor will be assigned to you.

Evaluation Criteria of Initial Research Proposal

This proposal will be evaluated according to the following criteria:

1. Relevance to the Profession:

How relevant is this research to the world of practice? How contemporary is this research? What is the potential impact of this research on the profession? What impact might this research have on industry?

2. Contribution to the Academic Field:

What is the academic added value of this research? How does it advance the state of knowledge? In what way(s) will the output be disseminated to the academic community? What kind of platforms and meetings will this research be of relevance? Is the research based on field-tested theory and on a sound methodology? Does it fill a gap in the literature?

3. Doability of the Research:

The DBA is an applied research experience. Therefore the research needs to be feasible and doable within a pre-determined timetable, within a context that is supportive with regards to resources, and subject to the availability of data. Data needs to be accessible; otherwise the research may be delayed or at times impossible to carry out.

4. Initial Proposal Form and Content:

Is the proposal coherent? Does it read well? Is the language level appropriate and consistent with the levels needed for writing a dissertation? Does it follow a structure? Is it organized in such a way to show that this research is badly needed and carrying out this research will add to the knowledge base and will certainly push the frontiers of knowledge?

Anti-Plagiarism Policy

As a community committed to intellectual endeavor, the University of Balamand recognizes honesty as the foundation of the academic activities of its faculty members and students. UOB strives to provide students with the knowledge, skills, and judgment they need to function in society as educated adults. Falsifying or fabricating the results of one's research, presenting the words, ideas, data, or work of another as one's own, corrupts the essential process of education.

Plagiarism, a form of academic dishonesty, is intentionally or carelessly passing off another person's work as one's own. It is taking and using information, ideas, opinions, theories or another person's actual words without acknowledging the source, thereby creating the impression that the work is one's own.

Thus your research proposal should be submitted in hard and electronic formats and it will be examined for plagiarism using Turnitin. Please note that plagiarism has severe consequences (i.e. cancellation of the project and the possibility of not being allowed to continue with the program.)

Resources for Research

Saunders, M., Lewis, P., Thornhill, A. (2012) *Research Methods for Business Students*, 6th ed (older edition will do also), Prentice Hall. ISBN-13: 9780273750758

Coffey, A. and Atkinson, P. (1996) *Making Sense of Qualitative Data*, Thousand Oaks: Sage.

Cohen, L., Manion, L. and Morrison, K. (2000) *Research Methods in Education*, 5th ed, London: RoutledgeFalmer.

Coleman, M. and Briggs, A. (2002) *Research Methods in Educational Leadership and Management*, London: Sage Publications.

Creswell, J.W. (2003) *Research Design: Qualitative, Quantitative and Mixed Methods Approaches*, 2nd ed, Thousand Oaks: Sage Publications.

Denzin, N. and Lincoln, Y. (2005), *The Sage Handbook of Qualitative Research*, 3rd ed, Thousand Oaks: Sage Publications.

Denzin, N. and Lincoln, Y. (2003) *Collecting and Interpreting Qualitative Materials*, 2nd ed, Thousand Oaks: Sage Publications.

Descombe, M. (1998) *The Good Research Guide*, Buckingham, Open University Press.

Kvale, S. (1996) *Interviews: An Introduction to Qualitative Research Interviewing*, Thousand Oaks: Sage Publications.

Lin, N. (1976) *Foundations of Social Research*, New York: McGraw-Hill.

Miles, M. and Huberman, A.M. (1994) *An Expanded Sourcebook: Qualitative data analysis*, 2nd ed, Thousand Oaks: Sage Publications.
Oliver, P. (2008) *Writing Your Thesis*, 2nd edition, Los Angeles: Sage.
Provan, D. (2009), *Giving Great Presentations*, U.K.
Trochim, W. (2001) *Research Methods Knowledge Base*, USA: Atomic Dog Publishing.

Proper Usage of Bibliography

Citing references is a very important part of research and requires attention to detail. Your reference list will contain complete entries for each source of information used in the development of the argument, research and/or experiment, and in the interpretation of the data, including sources of charts, figures and images.

Citations not only document your research but they allow the reader to access your sources for further investigation. When citing sources you must follow the format of a style manual. You cannot choose which pieces of information you will include and the way in which you format that information.

The following rules will apply to any style manual:

- You should not combine styles or change within the document from one style of citation to another one.
- The style Manuals show you the proper abbreviations, capitalization and punctuation to be used in citations.
- You must follow the format shown; you cannot add extra pieces of information, nor should you change the order of the information given. (e.g. If the title of a book is shown in the example as being underlined, you will need to do the same in your citation. You do not have the choice whether or not to underline – you must follow the example.)
- The form of citations for references should closely follow the APA style adopted by the Faculty of Business and Management; follow this link for more information: <http://www.balamand.edu.lb/Library/Research/Documents/Manuals/APA6thEdEng.pdf>

FORMAT FOR RESEARCH PROPOSAL

Research Proposal Title

The title must indicate the topic in a clear and concise manner.

Research Proposal Summary

This is a summary (no longer than 300 words) of your research proposal. The summary addresses what is being researched, what methodology is expected to be used, how accessible is the data, what research questions are going to be answered, what impact would this research have on the professional and academic worlds, and what skills and competencies are going to be developed as a result of this research.

DETAILED PROPOSAL

1. Introduction and Problem Identification

In this part you specify your intended field of specialization (Accounting, Finance, Management, Organizational Behavior, Change Management, Operation Management, Project Management, Marketing, Economics, Human Resources, Banking, International Business, etc...) and area of focus. You must determine the importance and relevance of your subject.

State what the problem is, determine whether this problem is contemporary, state what makes this problem important and what is the significance of studying it. What gap(s) does it fill? Finally, explain why is this topic area of interest to you and how might you develop as a result of carrying it out.

2. Research Aims and Questions

You are required to frame the research topic of choice and refine it into specific questions and/or objectives. Your topic should lend itself to being investigated using SEAM research methodology. Be of an empirical nature, conducted personally by the student as the principal researcher, and planned for completion within the duration of the program. You are also advised to state a provisional title for your proposed topic

3. Preliminary Literature Review

In this part you summarize the previous work done in the field, what is already known and what areas need further investigation. In this section you should have a solid understanding of the topic and also an understanding of what was done, how it was done, and what gaps are present to justify the research and its questions.

4. Research Methodology

What are the tools and methods for carrying out the research? What makes them appropriate? What is the research population and sample (if any)? What methodology are you going to employ to collect data? What are the tools to be used to reduce the data? How do you intend on expressing your findings?

5. Research Timetable

Show through a Gantt chart or an illustrative timetable the phases of your research, the stops along the way, and the milestones. You should be done in 33 months from the time you start the program.

6. References

In this part you indicate your preliminary list of references which was used to prepare his proposal.

