

ESGCI

Doctorate in Business Administration (DBA) Program
RULES AND REGULATIONS

Valid from January 1, 2017 to December 31, 2021

This document must be read, dated and signed by DBA candidates and DBA professors and thesis supervisors.

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1. THE PURPOSE OF RULES AND REGULATIONS

This document determines clear guidelines that will ensure the quality and consistency of behaviors and interactions within ESGCI DBA Program.

2. AMBITION OF THE ESGCI PROGRAMM

The ESGCI DBA also called E DBA offers corporate managers and executive managers, professionals, consultants, and senior academics new perspectives to leverage their personal and professional trajectory and/or to join academia. DBA candidates' research projects will give them the opportunity to address issues that can stimulate interactions between corporate and academic communities. They will develop their influence in their networks and beyond.

When the candidates have completed the DBA program, they have acquired the following skills:

- They can gather academic materials in order to formulate relevant and consistent research questions
- They can ponder the choice of methods in order to apply a research question
- They can present and discuss the results of a research
- They can valorize their research and its implementation in different contexts
- They can articulate several types of executive research such as academic papers, studies, and reports
- They can transmit their motivations for research to several types of stakeholders

3. ESGCI DBA GOVERNANCE

The ESGCI DBA Program is organized as follows,

3.1 The Dean of the Program

She/he is the chairman of the academic committee and supervises the strategic and operational deployment of the Program.

With the support of the academic committee, she/he validates:

- the academic quality of the teaching content and materials of the courses (and their evolution),
- the final selection of DBA candidates,
- the selection of the DBA students' thesis supervisors,
- the grading process
- the selection of the jury members.

In any circumstances, with the support of the academic committee, she/he is supposed to arbitrate complaints.

3.2 The Academic Committee

The ESGCI Director, two representatives of the academic community, one representative of the corporate world are members of the academic committee. The dean of ESGCI DBA program is the chairman of the committee.

The DBA Academic committee is supposed to review final admissions in the program. It assesses the DBA program contents and objectives.

This committee also meets every year to review students' progress in their thesis. This committee must take appropriate actions (deregistration, warning, etc.) when problems occur with a DBA student (cheating, unsatisfactory research advancement, plagiarism). This committee accepts or refuses registration of students in the program for additional years after the 3rd year of studies. It has to evaluate a novel registration in the DBA program if the student has withdrawn from the program (for personal and professional reasons).

3.3. Appeals

Students have the right to appeal the decisions of the Academic Committee. In this case, they must appeal in writing within 5 working days from publication of the Academic Committee's decision. For the case to be considered, they must provide any evidence or documents that support their case and were not available at the time of the original Academic Committee. An extraordinary Academic Committee may meet to review the contentious cases, if necessary. The decision of the second Academic Committee is final and cannot be appealed.

In compliance with provisions of French legislation (article L771-1 du code de justice administrative), students are informed that they may be liable for fees engaged by ESGCI to address legal actions undertaken by students in an effort to contest or reverse Academic Committee decisions when such action is revealed to be unjustified or in favor of ESGCI.

4. THE STRUCTURE OF ESGCI DBA PROGRAM

The DBA program is a three-year program. Within this timeframe DBA candidates must attend a one-week seminar per semester. At the end of each course, candidates are evaluated and receive grades that must be sent to the Dean of the DBA Program. Similarly, during the 3 years, students must complete the writing of their thesis and its defense. Candidates and supervisors must respect the delays that are fixed. The following table shows how students will acquire 180 ECTS credits in 3 years in attending their courses and writing their dissertation.

	Timeline	Core Courses and seminars	ECTS awarded		DBA Elaboration of the thesis (Face-to-face)	ECTS awarded			
YEAR 1	Semester 1				Presentation				
					Proposed topic	3			
					Implementation of the research project	2			
					Preparation of monthly targets and timetable				
					Final preparation and presentation of the research question	5			
		total		20	total	10			
	Semester 2					Literature review (check the contents concerning luxury and legal issues)	4		
						Reminder on editorial rules to follow	1		
						Development of the research design	5		
						USD/Paris/Shanghai networking events			
total							20	total	10
YEAR 2	Semester 3				Progress check	2			
					Recommendations and setting future goals	5			
					Assessment of the thesis writing	8			
					total	15	total	15	
	Semester 4					4			
						5	Progress check	5	
						6	Recommendations and setting future goals (luxury & legal issues)	5	
							Write an article and extension of research	5	
						total	15	total	15
YEAR 3	Semester 5				3	Presentation	5		
					2	Identification of elements to change and / or to changed	5		
					5	Tips and tricks in the writing of a thesis	5		
		Total		10		15			
	Semester 6					5	Submission of the final thesis document		
						2	Challenges of the defense	5	
						3	Oral defense (Paris or San Diego or Shanghai)	20	
						10	total	25	
total year 1 (ECTS)			40			20			

total year 2 (ECTS)	30	30
total year 3 (ECTS)	20	40
grand total (ECTS)	90	90

The extension for the thesis writing or its defense may be allowed only exceptionally by the Academic Committee and must be requested by the student. An extension request form should be submitted at least three months before the end of the third year and be justified by serious personal/professional reasons or by objective difficulties in the research work. The request must be approved by the Academic Committee, and can have some fees. If research progress is not satisfactory, the Academic Committee may refuse the reregistration of a DBA candidate and can proceed to deregistration of the student.

5. ETHICAL DIMENSION OF THE PROGRAM

5.1 Principles

In order to promote a strict academic ethics and the elaboration of original scientific contributions, ESGCI DBA Program condemns any form of plagiarism. The Dean of the DBA Program has to emphasize this important issue during her/his formal presentations of the curriculum. The thesis supervisors have also to address this issue during their first interaction with the candidate.

5.2 Procedures

During the process of the thesis writing, supervisors should rely on a plagiarism software to verify whether the candidates' productions are authentic. If they find any form of plagiarism, they should confront the candidate and report it in the student's file. They can even take the case to the Academic Committee.

6. ADMISSION and SELECTION PROCESSES

6.1. Admission process

The application file can be downloaded on ESGCI website. Any other document found on an email is not the official reference. The DBA recruitment department officer can also provide the file (in Paris, Shanghai or San Diego).

In the application, candidates should include the application form, a brief research proposal, certified proof of previous degrees and qualifications issued by universities or business schools. The candidate should also provide a cover letter that presents her/his motivations to join the DBA Program.

Documents provided by the students and written in languages other than English or French must be translated, and the translations must be sent together with the documents in the original language. Translations must be officially certified.

Applicants must

- hold a Master's degree or its equivalent in management or a related field. In exceptional cases and at the discretion of the admission board (under the control of the Academic Committee), extensive work experience may serve as an equivalent to a Master's degree.

- have at least three years of pre- or post-Master's professional experience at the executive level.
- For international intakes, applicants must also demonstrate their language proficiency in English if it is not their native language. An English exam may be requested if necessary.

5.2. Parallel admissions

Candidates can join the DBA Program in the 2nd year if they have attended the same courses in another recognized university (in this case, syllabi and transcripts must be submitted with the application). A complete application must be submitted and the Academic Committee will make the final decision.

5.3. Selection process

All application files submitted to the DBA Admission Office will be first reviewed by the admission officer to ensure that they are complete. An incomplete application file will not be considered. Complete files are then reviewed by the program director, who conducts the initial interviews with applicants. These interviews may be face-to-face, by telephone, or via video conference. The program dean completes an interview report and offers recommendations regarding the applicant's admission. The program dean may recommend revision, full acceptance, or refusal of the proposal.

The complete application, the research proposal evaluation, and the interview report are presented to the Academic Committee for final decision. In the case of rejection of an application, any administration fees paid are nonrefundable. If a student is accepted on the program but wishes to postpone the beginning of the DBA, the student's application remains valid for an additional year.

7. REGISTRATION, FEES, AND STUDENT STATUS

7.1. Acceptance into the program

When a candidate is accepted into the program, the following documents will be sent to the candidate:

- Letter of acceptance
- Invitation to the first seminar
- Confirmation of acceptance certificate (which the candidate must complete and returned to the Doctoral School)
- Tuition regulations (which the candidate must sign and return to the Doctoral School)
- Program structure
- Pro forma invoice

7.2. Tuition fees

If the student is paying tuition fees, the invoice and related payment conditions are sent directly to the accepted student. All fees must be paid at least four weeks before the start of the program unless an alternative payment schedule has been established in writing by the program administrator. After this deadline, students who have not paid will be excluded from

the program and the Doctoral School. Alternative payment schedules may be established at the request of students. If a payment schedule is granted, the dates of the payment schedule must be respected. In the event of deviation from the agreed-upon payment schedule, all outstanding fees become due immediately.

It is the responsibility of the student to adhere strictly to the payment conditions.

7.3. Registration

Upon receipt of the completed confirmation acceptance form, tuition regulations document, and deposit, the student will be enrolled in the student body. The student will be assigned a student identification number and will be issued a student identification card and Doctoral School email address SMBG.

Registration is automatically renewed annually provided the student is in good administrative standing. Student identification cards are renewed annually. Students are liable for the costs of any replacements for lost cards.

7.4. Students status

A DBA student enjoys the full status of a registered student and therefore has access to all student facilities if all necessary fees have been paid. During the first workshop, students will receive a student identification card, and they will be given access to ESGCI email system and to the research databases through the school's online library.

Students of the DBA Program authorize the school to use any photographs or videos in which they may appear that present learning activities or promote ESGCI. If a student does not wish to grant this authorization to ESGCI, the student must inform the administrator of the program in writing.

8. THESIS SUPERVISION

8.1. Appointment of the supervisor

The Dean of the DBA Program assigns a supervisor to each DBA students. To serve as a supervisor in the DBA program, the individual must (1) hold a doctoral degree (PhD/DBA) and/or HDR (French post-doctoral degree that supports supervision of research projects), (2) have published in relevant peer-reviewed journal(s) in the past three years, and (3) have had supervisory experience at the post-graduate level in the previous three years.

By accepting the role of supervisor, all supervisors must adhere to the Academy of Management code of ethics, and the rules and regulations of the program.

8.2. Duties of the thesis supervisor

The thesis supervisor follows up students' progress in the elaboration of their thesis with 72 appointments all along the three years, twice per month. The meetings have to be done by skype or face to face, with a reporting by email. The 24 emails and reportings have to be sent at the end of each year of the program. They must verify whether their work complies with the doctoral standards and follows ethical guidelines.

Therefore, they should have one monthly meeting with each student. Supervisors will keep records of these meetings that are held with the students.

The following table presents the different steps of the thesis supervision and their credits.

Semesters	DBA Elaboration of the thesis (Face-to-face)	ECTS awarded
SEMESTER 1 (12 appointments)	Presentation	
	Proposed topic	3
	Implementation of the research project	2
	Preparation of monthly targets and timetable	
	Final preparation and presentation of the research question	5
	total	10
SEMESTER 2 (12 appointments)	Literature review (check the contents concerning luxury and legal issues)	4
	Reminder on editorial rules to follow	1
	Development of the research design	5
	total	10
SEMESTER 3 (12 appointments)	Progress check	2
	Recommendations and setting future goals	5
	Assessment of the thesis writing	8
	total	15
SEMESTER 4 (12 appointments)	Progress check	5
	Recommendations and setting future goals (luxury & legal issues)	5
	Write an article and extension of research	5
	total	15
SEMESTER 5 (12 appointments)	Presentation	5
	Identification of elements to change and / or to changed	5
	Tips and tricks in the writing of a thesis	5
	total	15
SEMESTER 6 (12 appointments)	Submission of the final thesis document	
	Challenges of the defense	5
	Oral defense (Paris or San Diego)	20
	total	25

		20 (year 1)
		30 (year 2)
		40 (year 3)
		90

At the end of the 5th semester, it is important to determine whether the student is ready to submit a thesis. The supervisor should suggest potential reviewers according to their academic qualifications and their interest in the DBA research topic.

The academic committee determines the members of DBA jury.

8.3. Supervisor-student relationship

A minimum of one monthly contact is required to ensure sufficient level of support and collaboration between the student and the supervisor. Every year, the student and the supervisor must complete the annual evaluation form together.

As a prerequisite for any discussion, the supervisor may require written documentation from the student. Disagreements between the supervisor and the student may arise. If those disagreements cannot be resolved by the two parties, either the student or the supervisor may inform the Dean of the program, who will serve as a mediator by meeting with both parties, determining a solution, and making necessary decisions. If the issue cannot be resolved, the dean of the program may decide to assign a new supervisor, in which case the dean of the program will notify both the student and the supervisor of the change. In exceptional circumstances, the dean of the program may ask the Academic Committee to make final decisions.

All students are free, and encouraged, to obtain diverse support from both their appointed supervisor and other academics that might provide relevant advice. In particular, students are encouraged to participate in events such as research conferences, discussions with workshop leaders;

Name of the candidate :

Signature :

Date:

Name of the Supervisor:

Signature:

Date: