INFORMATION FOR THE EXAMINER
DEGREE OF DOCTOR OF BUSINESS ADMINISTRATION

GENERAL

The Doctor of Business Administration (DBA) has been designed and provided as a professional degree, additional and complementary to the PhD, involving advanced coursework, research and investigation in an area of management theory, policy or practice. It is research-based and research-driven, and is designed to meet the needs of those preparing for careers of leadership and applied research in managerial settings. The major orientation is not specifically the extension of knowledge \textit{per se}, but rather the improvement of professional practice and the provision of advanced knowledge, skills and techniques by investigations employing high quality research aimed at extending and using knowledge to serve and develop managerial practice.

The award of the DBA degree is approved by Academic Senate on the recommendation of the Higher Degree Research Committee which has taken account of the results of four Doctoral units and the examination of the thesis by three examiners. The units count for one third of the assessment and the thesis two thirds. A candidate cannot submit the thesis until the units have been completed satisfactorily.

The University would be interested in comments from examiners on originality and critical judgement displayed in the thesis.

In special cases work done conjointly with other persons may be accepted, provided that the Higher Degree Research Committee is satisfied as to the candidate's part in the conjoint research.

A candidate is required to indicate clearly any work which formed part of another degree completed at this University or elsewhere, and such contribution will not be assessed.

The Dean of Division has determined that the length of the thesis shall be limited to 80,000 words, excluding appendices.

The University requires that postgraduate research be supervised, and the name of a candidate's supervisor appears at the top of the examiner's report form. Supervisors do not act as examiners. A candidate may submit a thesis for examination against a supervisor's advice, but the supervisor is entitled to submit a report, which will not be communicated to examiners, detailing criticisms of the thesis to the Higher Degree Research Committee.

Professional contact between candidates and examiners might be expected, but examiners should not have been involved in a supervisory role in the preparation of the thesis, as in the reading of draft thesis material. Examiners may consult other examiners about a thesis should they consider it desirable. Examiners may make a conjoint report if they wish; however, this occurs rarely.

Examiners are invited to retain the thesis for their personal use unless otherwise advised by the Higher Degree Research Office. A claim for postage may be submitted.

It is expected that examiners will be able to complete their examination and submit reports within six weeks of receipt of the thesis. Reports may be faxed ((61 2) 9850 6198), e-mailed (hdrexam@vc.mq.edu.au) or posted to the Higher Degree Research Office. To minimise delays, it is most helpful if examiners fax or e-mail their report and return the original documents in the mail.

CRITERIA

A thesis submitted for the degree of Doctor of Business Administration is to be evaluated according to the following criteria:

(a) That it affords evidence of making a distinctive contribution to the improvement of professional practice or policy.

(b) That it is satisfactory as regards its literary presentation.
Comment is sought from the examiner as to evidence of originality shown either by the exercise of independent critical judgment, discovery of new facts or use of innovative methodology. The examiners may add advice on the publishable content of the thesis.

**EXAMINER’S REPORT**

- Examiners are requested to state as explicitly as possible the grounds on which their recommendations are based.
- The examiner's report form contains two parts.
  
  Part I provides for a summary judgement on the thesis and requests one of a number of possible recommendations. Part 1 of the report is confidential to the Higher Degree Research Committee. Comment reserved for the Higher Degree Research Committee (if any) should be attached to part 1 and headed "For the information of the Higher Degree Research Committee only". Examiners should be aware that it is likely that this part of the report would be released to the candidate if requested under Freedom of Information legislation.

  Part II requests the examiner to provide some judgements and recommendations. Part II will be sent to the candidate. Examiners may opt for their names to be deleted from Part II of the copy of the report given to the candidate.

**REQUEST FOR FURTHER INFORMATION**

- Before making a recommendation, an examiner may request further information from the candidate. This can be arranged by contacting the Higher Degree Research Office.
- Before making a recommendation an examiner may request that the candidate undertake such oral, written or practical examination as they may specify. This recommendation should be directed to the Higher Degree Research Office from whom a summary of procedures may be requested. The Higher Degree Research Committee rarely approves the addition of an oral examination.
- Oral examinations requested by overseas examiners are usually conducted by the local examiner(s) on advice from the overseas examiner. Written or practical examinations are conducted under the direction of the Higher Degree Research Committee taking into account the requirements of the examiner.

**RECOMMENDATION**

Recommendations, as summarised on Part 1 of the Examiner Report Form.

**RESULT OF EXAMINATION**

- When all the examiners’ reports are to hand, comments are sought from the candidate's supervisor for the information of Higher Degree Research Committee.
- After considering all reports the Higher Degree Research Committee may, in general:
  
  a) recommend the award of the degree;
  b) require that correction to the thesis to the satisfaction of the University be carried out by the candidate before the award of the degree;
  c) require that the candidate undertake further study and research, and resubmit the thesis for re-examination by one or more examiners; only one resubmission is permitted;
  d) in the event of marked disagreement amongst examiners, appoint a further examiner, moderator or adjudicator;
  e) recommend that the degree not be awarded.

- Examiners will be notified of the outcome of the thesis examination as soon as the process has been finalised.
- Under the University Rules, it is the Academic Senate which determines on the recommendation of the Higher Degree Research Committee that a candidate has satisfied requirements for award of the degree.

Higher Degree Research Office
February 2006