



*European Doctoral Programmes Association in  
Management And Business Administration*

# APPLICATION FOR MEMBERSHIP

## EDAMBA application form

**Name of University/Business School:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Name of doctoral programme:** \_\_\_\_\_

**Date of creation of the doctoral programme:** \_\_\_\_\_

**Accreditation:** \_\_\_\_\_

# I. Information about the overall structure of the Doctoral programme

## A. Governance structure

Formal governance structure of the PhD education:

A formal PhD School at Faculty-level

A formal PhD School at Departmental-level

Are students represented in the formal PhD management

Yes

No

Enclose a description of the formal PhD management, including role(s) and responsibilities of Deans, Head of PhD Schools, Department Head etc

## B. Main objectives of your doctoral programme

Between the following career opportunities, would you please rank from 1 to 4 the objectives of your doctoral programme (NB: certain objectives can be given the same ranking):

Academic

Full time researcher

Consultant

Manager

Do your PhD program have explicit learning objectives (**enclose a copy**)

## C. Information about students

### Admission requirement

Qualifying degrees: \_\_\_\_\_

Qualifying disciplines: \_\_\_\_\_

**Number of doctoral students (average over the last three years)**

Number of students admitted per year:

Number of students in process:

Number of doctors' degrees per year:

**Trend in the number of admissions (over the last three years)**

Average increase or decrease rate in the number of the students' admissions over the last three years:

|          |     |
|----------|-----|
| Increase | (%) |
|----------|-----|

|          |     |
|----------|-----|
| Decrease | (%) |
|----------|-----|

|      |     |
|------|-----|
| Even | (%) |
|------|-----|

**D. Program duration**

**Formal duration of the PhD process from admission to thesis defence (in years)**

years

**Actual range observed for the whole process from admission to thesis defence:**

From  years to  years

**Duration of formal course period excluding open seminars and thesis seminars:**

years

**Formal duration of thesis period**

years

**Possibility of direct admission into 2nd year**

Yes  No

If yes, under what conditions? \_\_\_\_\_  
\_\_\_\_\_

**E. Doctoral Supervision**

**Number of supervisors:**

1 supervisor:

2 supervisors

If yes, under what conditions? \_\_\_\_\_  
\_\_\_\_\_

**Formal requirements for main doctoral supervisors:**

(Experienced) Associate Professors

Full Professors

**Quality development of supervision (enclose a copy of such seminars)**

Is it mandatory to participate supervision training

Is there a continuous enhancement of supervisions

Are all supervisors evaluated (after termination of supervision)

Other quality enhancing measures to improve supervision

Examples:

**Access to supervision?**

Throughout the doctoral programme:

Just during the thesis period

**Standard frequency of supervision during the thesis period**

Once a week

Once a month

Once a year

Other

**Number of qualified supervisors involved in the programme:**

**F. Specialization options in the PhD program (alternatively include a link to homepage in English where this information is available)**

| Name of specialisation field (in English)<br>process | No. of students<br>in |
|--|-----------------------|
| <hr/>  | <hr/>                 |
| <hr/>  | <hr/>                 |
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## G. Internationalisation of the programme

### Faculty (supervisors and PhD course coordinators)' origin (in %)

Native students: %

EU student: %

Others: %

### Students' origin (in %)

Native students: %

EU student: %

Others: %

Do you have regular visiting PhD-students from abroad?

Yes

No

Do you have regular visiting scholars' offerings research seminars?

Yes

No

#### **For non-English speaking universities only:**

Can you offer doctoral seminars in English?

Yes

No

Is it possible to write and defend the dissertation in a foreign language?

Yes

No

Which one(s)? \_\_\_\_\_

**Stay in a foreign university:**

Do the PhD program require a stay in a foreign university?

Yes

No

If so, what is the standard length?  Months

If so, what is the standard length?

Why not:

When does it (typically) take place?

During the course period:

During the thesis period:

**H. Fees/Financial Aid**

**Tuition and Fees**

Yes

No

Amount per year (in Euro):  EUR

Possible exemptions:

Partial

Total

**Assistantships:**

Yes

No

How many assistant positions per year?

How many working days per year?

% of doctoral students getting a scholarship? %

**Scholarship origins?**

- The university itself
- Private organisations
- The State

**Student resources**

Do the student have financial resources to participate in:

- External PhD courses
- International relevant research conferences
- Necessary software or other vital equipment

**I. Pedagogical Orientation**

**Do you offer mandatory pedagogy courses/seminars? (enclose a copy)**

- Yes  No

If yes, number of hours:

**Do you offer classroom teaching opportunities to the doctoral students?**

- Yes  No

If yes, % of doctoral students having a classroom experience?  %

**Any further information or remarks:**

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**II. Information about courses and/or seminars (alternative include specific links to homepage where this information is available in English)**

**A. Mandatory courses (for all students enrolled)**

| Title of each course | Instructor | Length (hours) |
|----------------------|------------|----------------|
| _____                | _____      | _____          |
| _____                | _____      | _____          |
| _____                | _____      | _____          |

|  |  |  |
|--|--|--|
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|  |  |  |

**B. Courses in specialisation fields**

Would you please fill in the following tables, according to the specialisation fields you have mentioned in part 1? Alternative, enclose a systematic overview of all offered specialization courses

**1. Name of the specialisation field:** \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
|                             |                   |                       |
|                             |                   |                       |
|                             |                   |                       |
|                             |                   |                       |

**2. Name of the specialisation field:** \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
|                             |                   |                       |
|                             |                   |                       |
|                             |                   |                       |
|                             |                   |                       |

3. Name of the specialisation field: \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |

4. Name of the specialisation field: \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |

5. Name of the specialisation field: \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |

6. Name of the specialisation field: \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |

7. Name of the specialisation field: \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |

8. Name of the specialisation field: \_\_\_\_\_

| <b>Title of each course</b> | <b>Instructor</b> | <b>Length (hours)</b> |
|-----------------------------|-------------------|-----------------------|
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |
| _____                       | _____             | _____                 |

### C. MSc. – Level courses

Do you offer MSc. –level courses for students not fulfilling admission requirements in terms of qualifying disciplines to doctoral students from 'neighbouring disciplines'?

Yes

No

For which students are they mandatory?

All with no prior degrees in Business Administration

Students with only elements of business administration elements

### D. Course-assessment system

|  | Yes                      | No                       | Schedule |
|--|--------------------------|--------------------------|----------|
| Exam for each doctoral course/seminar    | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Comprehensive exam for all students      | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Comprehensive exam for specialised field | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Paper(s) related to courses/seminars     | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Paper(s) unrelated to courses/seminars   | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Others                                   | <input type="checkbox"/> | <input type="checkbox"/> | _____    |
| Describe:                                |                          |                          |          |

### E. Is there a dedicated seminar for developing the thesis proposal?

Yes

No

Length in hours

### F. Is there a formal defence of the thesis proposal?

Yes

No

If not, why not?

## G. Thesis seminars

**Does your program require regular thesis seminars on methodology and content issues with presentations of students' research?**

Yes

No

**Who are the participants?**

Students only:

Students and supervisors:

Students and all faculty:

Are there cross-field seminars for all doctoral participants?

Yes

No

If so, how frequently are they?  times(s) per year

**Are there ad hoc specific seminars for participants in each specialisation field?**

Yes

No

If so, how frequently are they?  times(s) per year

## III. Information about doctoral students in progress

For each of the dissertation in progress, would you please indicate in English?

- Title

- Author
- advisor/supervisor
- starting year
- specialisation field
- some free descriptors on the subject (about five, if possible distinct from those used in this title)
- thesis available in English (yes or no)
- or available of the thesis abstract in English (yes or no)

#### IV. Enclose documents (in English)

- A copy of the explicated request in the application form
- A copy of the institutional strategy on doctoral education
- A copy of the internal "Rules and Regulations" for the PhD Programme
- A copy of the national "Ministerial Order of PhD Education"
- Links to all CVs of PhD supervisors