Doctorate of Business Administration
2015-2016 Intake

APPLICATION FORM

Contact: Lois Shelton, Ph.D.
Professor of Management and DBA Recruitment Officer
grenobledba@csun.edu
1 (818) 677-2467

Please return your complete application to: **grenobledba@csun.edu**
or DBA Admissions, Phillipa Avila
David Nazarian College of Business and Economics
California State University, Northridge
18111 Nordhoff Street
Northridge, CA 91330-8380

Your application is complete ONLY if it includes:

Application form	☐	ID photo	☐
2 reference forms	☐	Official transcripts[1]	☐
Statement of purpose	☐	English test scores[2]	☐
Research proposal	☐	Other attachments (e.g. list of publications)	☐
Curriculum vitae	☐		

[1] Official transcripts are generally sent by the student's school directly to Phillipa Avila. You can also send certified copies of your diploma.

[2] English test scores, while not required of all applicants, may be requested on a case-by-case basis. The DBA Recruitment Officer will inform you if you need to submit it.

First Name:	
Last Name:	
Date and Place of Birth:	
Nationality:	
Current Address:	
Telephone/Fax/E-Mail:	

Is English your native language?   **YES** ☐   **NO** ☐

If NO, you must indicate a recent score on one of the internationally-recognised English Language tests: TOEFL, TOIEC, and include the official document indicating your test results.

CURRENT OCCUPATION:

Company:	
Job Title	
Responsibilities	

PREVIOUS EMPLOYMENT: (Attach a copy of your Curriculum Vitae)
Number of years' experience: _____

Company	Location	Position	Employment Dates

HIGHER EDUCATION AND QUALIFICATIONS: (Attach certified copies of degrees)

Institution	Course of Study	Duration	Degree/ Date Obtained

RESEARCH EXPERIENCE:

☐   ☐   ☐

None   **<3 years**   **>3 years**

Please give details on any relevant experience you hold in research:

RESEARCH INTERESTS:

What are your preferred areas of research interest? Are you able to define a research project at this time? (If so, please attach a short description.)

CONSULTING EXPERIENCE:

☐   ☐   ☐

None   **<3 years**   **>3 years**

Please give details:

INTERNATIONAL EXPERIENCE:

☐   ☐   ☐

None   **<3 years**   **>3 years**

Please give details:

PROFESSIONAL QUALIFICATIONS: What are your key areas of competency?

*Along with this application form, you must attach a typed, 500-1000-word Statement of Purpose explaining your reasons for wanting to enroll in the DBA program.

OTHER INFORMATION: Please include further information relevant to your application.

Is a company or organization financing part or all of your studies? Do you have a scholarship or other external source of funding?

YES ☐   **NO** ☐

If YES, please give the name of the organization, source, or the scholarship

I certify that the facts stated on this form are correct.

Date and Signature of the Applicant:

GRENOBLE ECOLE DE MANAGEMENT
Doctorate of Business Administration Program

STATEMENT OF PURPOSE (500 words)
TEMPLATE

Candidate

First Name	
Last Name	

1- What are your goals for the next 5 - 10 years?

2- How will earning a DBA from Grenoble Ecole de Management help you achieve these goals?

GRENOBLE ECOLE DE MANAGEMENT
Doctorate of Business Administration Program

PRELIMINARY RESEARCH PROPOSAL
TEMPLATE

Name of the candidate

First Name	
Last Name	

Certificate of Authorship
Please read the following statement carefully and sign it below.

"I hereby certify that I am the author of this document and any assistance I received in preparing this report is fully acknowledged. I have also cited all sources from which I obtained ideas, data and words. I am aware that plagiarism will lead to the cancellation of my application. "After printing this document, sign and date it in the space provided here:

Instructions for Writing Your Preliminary Research Proposal

This preliminary research proposal is a complete description of your intended research, to be developed later under the supervision of an assigned supervisor.

Research Proposal Evaluation Criteria

Proposal reviewers will look at 3 primary criteria:

1. Relevance of the research question from both a managerial and an academic perspective
   a. Managerial: Will your research bring added value to improve managerial practices?
   b. Academic: Will your research bring new knowledge to your field? Is the research methodology rigorous?
2. Research feasibility
   a. Is conducting your research project feasible during a period of 4 years?
   b. Is data easily accessible?
   c. Will it be easy to collect primary data?
3. Proposal quality
   a. Writing style
   b. Argumentation
   c. Structure and organization

When writing this proposal, take care to answer the following questions: How interesting and important is my research? Is my research feasible? Can I produce an excellent dissertation and subsequent academic papers?

Formatting Requirements

Please strictly follow the guidelines below when submitting your proposal: use only this document template to submit your research proposal, which must comply with the following formatting requirements:

-Font: 12 point Times New Roman
-Title 1: 14-point Times New Roman Bold
-Title 2: 12- point Times New Roman Bold
-Title 3: 12-point Times News Roman underlined
-Text [Including references]: Interline 1.5, the left margin should be 25 mm. This space allows room for binding the final paper without losing text. The top and bottom should be also a minimum of 25mm. The right margin should be about the same distance and may be ragged or justified but it should be the same throughout.

Anti-Plagiarism Policy

Grenoble Ecole de Management has a very strict policy with regards to plagiarism and has therefore put very rigorous procedures and measures of control into place. Please submit your research proposal in electronic formats. Your work will be screened for plagiarism with specific antiplagiarism software (e.g. *Turnitin*).

Finding Academic and Managerial References

If you do not yet have access to scientific databases (ABI Inform, Science Direct, etc.), you can browse the web and use these information sources:

1- Google Scholar: http://scholar.google.com
2- Google Books: http://books.google.com/books

To gain a clear understanding of the research process and to improve the quality of your preliminary research proposal, we recommend that you refer to one of the books listed below:

1- Easterby-Smith, M. Thorpe, R., Lowe, A., (2002), Management Research: An Introduction, SAGE Series in Management Research, London.
2- Easterby-Smith, M. Thorpe, R., Jackson, P., Lowe, A., (2008), Management Research: Theory and Practice, SAGE Series in Management Research, London.
3- Ghauri P. And Gronhaug K. (2005), Research methods in Business Studies, 3rd edition, Prentice-Hall
4- Saunders M., Lewis P. and Tornhill A. (2009), Research Methods for Business Students, 5th edition, Pearson Education Limited, Upper Saddle River
5- Leedy P.D. and Ormrod J.E. (2009), Practical Research: Planning and Design, 9th edition, Pearson Education, Upper Saddle River
6- Huff A.S. (2009), Designing research for publications, 1st edition; Sage, London

Quoting your sources

When you refer to ideas from other researchers, different rules must be applied.

1- In the core text, you should mention the name(s) of the author(s) and the date the work was published.
   a. If there is one author: *my sentence (Allibert, 2008)*
   b. If there are two authors: *my sentence (Allibert and Bertalli, 2008)*. Keep the order of *the names as it is in the paper/book*.
   c. If there are three authors or more: *my sentence (Allibert et al., 2008)*. Keep the name of the first author indicated in the paper/book
   d. You can also directly refer to the authors: *Allibert (2008) noticed that .....*

Examples

- *Usage frequency also comes close to depth of usage (Gatignon and Robertson, 1985).*
- *In these cases, authors mainly referred to the different situations in which the product is used (Srivastava et al., 1978; Metzger, 1985; Harvey and Rothe, 1986)*
- *Definitions of width of usage (Gatignon and Robertson, 1985) and breadth of usage (Zaichowski, 1985) also reveal proximity with usage variety*
- *As a fourth distinction, Oliver (1997) considered that few conceptual antecedents of perceived quality were known, whereas satisfaction was known to be influenced by many cognitive and affective processes*

Bibliography

In the last part of your research proposal, you need to indicate your reference list. Here you should detail the precise references of the works mentioned in your preliminary research proposal.

In this preliminary research proposal, references must be presented as follows:

Hart, C. (1998). ***Doing a literature review: Releasing the social science research imagination***. London, UK: Sage Publications.

Gebauer, J. and Tang, Y. (2008). Applying the Theory of Task-Technology Fit to Mobile Technology: The Role of User Mobility. ***International Journal of Mobile Communications***, 6(3), 321-344

Overview of the Proposal

Research Proposal Title

Indicate here the title of your research proposal. The title of your dissertation proposal should be informative and helpful in clarifying the topic and the focus of your research.

Research Proposal Abstract

This is a summary of your research proposal. It should be no longer than 500 words.

DETAILED PROPOSAL

1- Brief Introduction and Problem Statement

In this section you should introduce the subject area, set the context for the proposed study and highlight the relevance of this research within the broader subject area. You should indicate why your research question is important and why it is worthy of a dissertation-level inquiry.

Typically you should try to address some of the following questions:

What is the problem?

Is the problem of current interest?

Why is this question important and worth studying?

Why are you interested in the topic area?

What qualifications or expertise do you bring to this study?

2- <u>Research Question</u>

In this part you should indicate, clearly and concisely, the purpose of the study and outline the key research question(s). This section should answer the following questions: What are the aims and objectives of your work? You should also indicate the field of research: industry, companies, country, period, etc.

3- __Relevance to Existing Literature__

The purpose of this section is to show that you are aware of significant work in the field. By providing a brief survey of the literature that summarizes what we know and what we do not yet know about your particular topic, you should demonstrate how much you know about current activities in the subject area and your understanding of current research.

4- <u>Research Methodology</u>

Here you should state the type of research method you intend to use (quantitative, qualitative or mixed-method). You should also define the rationale for the selection of participants, methods of data collection (e.g. survey, focus groups, interviews) and analysis. Please do not forget to state how you will gain access participants.
You should also include a statement about the perimeter and scope of your research.

5- <u>Work plan</u>

What is your timeframe for accomplishing this research, taking into account that you will have to submit your final thesis by Month 36 of your program?

	Tasks to be achieved	Start date	Deadline
PHASE 1			
Determine definitive research question			
Define research model			
Define methodology			
Prepare and write literature review			
Prepare pilot study			
PHASE 2			
Collect data			
Analyze Data			
Write final work			
Submit final work			Month 36
Review and defend			Month 48

6- <u>References</u>

Please indicate your preliminary bibliography.

7   <u>Self- Assessment</u>

In this proposal which part did you find the most difficult to write? And with which section were you most comfortable in completing?

Doctorate of Business Administration
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CONFIDENTIAL

REFERENCE FORM

APPLICANT INFORMATION

First Name of the applicant:

Last Name of the applicant:

PART TO BE COMPLETED BY THE REFERENT

The person above has applied to Grenoble Ecole de Management for the Doctorate of Business Administration (DBA) program and has given your name as a reference. It would be of great assistance to us in considering the applicant if you would kindly complete this form.

Once the form is completed, please e-mail it directly to
grenobledba@csun.edu

The application form will not be processed until the references are received. We thank you in advance for your contribution.

FIRST NAME AND LAST NAME OF THE REFERENT:	
POSITION:	
ORGANIZATION ADDRESS:	
TELEPHONE AND EMAIL ADDRESS:	

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

2.   What is your assessment of the applicant's intellectual and academic abilities?

3.   What do you consider to be the applicant's strengths and weaknesses which may influence his/her studies and research potential in the DBA programme?

4.   Please rate the applicant on the qualities below by putting a X in the appropriate column on the following scale

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Intellectual Ability: The power to grasp concepts and to reason analytically				
Creativity: Capacity for original thought; ability to generate new ideas.				
Managerial Potential: Ability to organise him/herself and others and get things done.				
Social Skills: Ability to deal with people effectively				
Perseverance: Ability to see things through to successful conclusions				
Teaching: Ability to deliver information/skills to others				

If the applicant's first language is not English, please rate his/her linguistic abilities using the following scale:

	Excellent	Above Average	Average	Below Average
Spoken	☐ 1	☐ 2	☐ 3	☐ 4
Written	☐ 1	☐ 2	☐ 3	☐ 4
Comprehension	☐ 1	☐ 2	☐ 3	☐ 4

Date and Signature: