

Programme and Assessment Regulations

for the Programme of

Doctor of Business Administration (DBA)

(In English Language)

Validated by

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I. General

1. Scope

- (1) These Programme Regulations apply to the Doctor of Business Administration (DBA) Programme in English language validated by Middlesex University, which KMU Akademie & Management AG (KMU Akademie) offers in collaboration with Middlesex University. The Regulations will come into effect on the day of publication¹.

2. Standards of the DBA Regulations

- (1) The Regulations for the DBA Programme will be subject to and incorporate Middlesex University's Regulations² as well as Middlesex University's Regulations for Research Degree Programmes.
- (2) In addition, the Regulations for the DBA Programme will incorporate KMU Akademie's requirements for good academic practice.

3. Aims of the Programme

- (1) The DBA Programme provides students with the opportunity to situate professional knowledge developed over time in a theoretical framework. It aims to enable students to independently undertake original scholarly work, carry out self-directed research and scholarly engage in depth with issues in areas of their professional practice. They will be able to identify independently scholarly issues, critically analyse, develop and synthesise new ideas in order to promote the social, scientific and/or cultural advancement of a knowledge society in an academic or non-academic professional context. In particular, the DBA Programme aims to equip students with the critical theoretical knowledge and skills required by successful senior managers in the world of business today and in the future. By conducting original applied research in their specialist field, students will build expertise, further their careers and benefit employers and organisations through contributing to theory and practice in business and management.
- (2) The expected learning outcomes of the DBA Programme are in line with the qualification descriptors for level 8 awards as defined in the Austrian³ and UK qualification frameworks⁴ for higher education. As a Third Cycle degree, the DBA will be awarded to students who

¹ KMU Akademie's Regulations are available at www.kmuakademie.ac.at.

² Middlesex University's Regulations and Research Degree Regulations are available at <https://www.mdx.ac.uk/about-us/policies> [4.7.2023]

³ <https://www.qualifikationsregister.at/> [4.7.2023]

⁴ <https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks> [4.7.2023]

- have demonstrated a systematic understanding of a field of study and mastery of the skills and methods of research associated with that field;
- have demonstrated the ability to conceive, design, implement and adapt a substantial process of research with scholarly integrity;
- have made a contribution through original research that extends the frontier of knowledge by developing a substantial body of work, some of which merits national or international refereed publication;
- are capable of critical analysis, evaluation and synthesis of new and complex ideas;
- can communicate with their peers, the larger scholarly community and with society in general about their areas of expertise;
- are able to promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge-based society.

(3) The Programme prepares students for a wide range of careers. However, the qualification awarded does not guarantee automatic access to jobs in these careers or promotion (e.g. to senior civil service positions) for those in employment.

4. Admission to the Programme

(1) Admission requirements for the DBA Programme:

- a. Significant professional experience (at senior level; 5 years) and a master's, Diplom or Magister degree (300 ECTS) or equivalent obtained from a recognised domestic or international higher education institution
- b. If English is not the applicant's first language, test results to prove that their command of English is at least CEFR reference level C1 (= IELTS 7.0 or higher) are required

(2) Applications may be submitted at any time. There are no specific entry dates. Applicants must submit application documents as specified in (3) and go through an admission process (documentation and interview) as specified in (4) to (5).

(3) To apply for admission the following documentation (in English) must be submitted:

- Completed and signed application form
- CV
- Copy of passport
- Copy/copies of academic degree certificate(s)
- Evidence of professional experience (references)
- Language certificate to prove command of English
- Application Video

- (4) Once the initial application has been vetted and has met the entry requirements applicants must submit a Research Proposal and a personal statement to the admission panel. Once the admission panel has reviewed and approved the Research Proposal, the candidate need to attend an interview before a final admission decision is made. Detailed information is available on KMUnity.
- (5) The panel will comprise at least of two suitably qualified members of academic staff and an independent member who may also double as the chair. The interview will be conducted by the potential supervisor or another member of the admission panel.
- (6) Possible outcome of the review of admission paperwork and interview:
 - a) Progress to Phase 1 of the programme
 - b) Revisions back for further work on the Research Proposal. The revised work must be submitted for assessment within a specified deadline. Normally no more than two resubmissions will be allowed. A fee may be charged for resubmission.
 - c) Reject with feedback to the candidate.
- (7) The final decision on admission to the DBA Programme will be taken by Middlesex University. Candidates will be notified about the decision in writing. Successful candidates will receive a registration letter from Middlesex University.

5. Academic Qualification

- (1) Middlesex University will confer the following academic title to students who successfully complete their study programme: Doctor of Business Administration

6. Curriculum, Duration

- (1) The DBA Programme is an online distance education programme. There are no fixed entry points and students can enrol onto the Programme at any time during the year.
- (2) The DBA Programme comprises of 180 ECTS at level 8.
- (3) The Programme is divided into two phases and the assignments must be taken in the order given in the table below. Details for each assignment are provided in the Programme Handbook.

Phase	Assignment
PHASE 1	Extended Research Proposal
	Proposed Programme of Research; Oral Presentation and Viva
PHASE 2	Thesis; Oral Presentation and Viva Voce
ECTS	180 ECTS (360 MU Credits)

- (4) The minimum duration of the DBA Programme is 48 months (4 years/8 semesters). One semester is equivalent to half a calendar year. The maximum duration of study must not exceed 84 months (7 years/14 semesters).
- (5) Accreditation of prior learning is not possible within the DBA Programme.
- (6) Students will record their progress in a Project Progress Report on a monthly basis, covering research activities undertaken, communications/meetings with their supervisory team, and engagement with their research programme in terms of workload. The supervisor will scrutinize the Project Progress Report at least once a year. All forms of communication to support the progress of the research project can be freely agreed with the supervisory team.

7. Interruption and Withdrawals of Registration

- (1) A student will submit the thesis and any related required material in order that it is received before the maximum period of registration expires. If a student has not submitted for final assessment by the end of the maximum registration period, the registration will be ended, and they will not be eligible for the award of a degree.
- (2) Where a student wants to interrupt their study for any reason, they must notify the Programme Team in writing. The Team will advise students on the consequences of this break. During a break from studies the student will not have access to supervisory support. Access to pastoral support and library will be provided.
- (3) Students can interrupt for 12 months maximum at one time and for a total of 24 months maximum throughout the period of their studies. Any periods of interruption do not count towards their maximum allowed period of registration. The DBA Programme Administration team will contact any student, who has interrupted their studies, approximately one month in advance of their expected return date to confirm the student wants to resume their studies.
- (4) In all cases where the Programme Leader and supervisory team agree that a student's progress is unsatisfactory, and withdrawal is required, the student shall be informed of this fact, in writing, by the Programme Leader. The student shall be given a reasonable

time scale (not normally less than 4 months) for improvements to be made. Where these improvements are not made by the stated date, the student shall be informed in writing by the Programme Leader that a decision has been made to end the registration. In all cases where such a recommendation is made, it must be ratified by Middlesex University's Postgraduate Research Board.

- (5) Where a student has chosen to discontinue the research, the withdrawal of registration shall be notified to KMU Akademie's Academic Committee.

8. Academic Integrity

- (1) Good academic practice is characterised by the principle of maintaining strict honesty towards the contributions of others. In addition, it manifests itself through acknowledging diversity of opinions.
- (2) Academic misconduct is committed when, in an academically relevant context, false information is given with intent or gross negligence, intellectual property rights of others are substantially violated (e.g. plagiarism), or other acts of deception are undertaken with the intention to achieve a positive grade.

9. Forms of Academic Misconduct⁵

Forms of academic misconduct include:

- (1) Falsification of information through forms of fabrication of data, falsifying of data, e.g. by selecting and/or rejecting undesired or insignificant evidence, without disclosing such practices, or through manipulation of graphs or illustrations; or false information in applications or grant applications (including false information about organs of publication or work to be published);
- (2) Violation of intellectual property rights with regard to the copyrighted works of others or others' significant scientific findings, hypotheses, teachings or research approaches, such as the unauthorised use of others' works by false assumption of authorship (plagiarism) or the exploitation of research approaches and ideas (theft of ideas).

⁵ See UK Research Integrity Office (2021) *Code of Practice For Research - Promoting good practice and preventing misconduct*, Internet: <https://ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf> (21.10.2022)

Plagiarism includes:

- copying and submitting someone else's entire work as one's own work. The original work could be taken from a book, from the internet, from a fellow student, from a student in a previous year at KMU Akademie, or from a student at a different higher education institution.
 - copying parts from a number of different books, journals, or internet sites, and failing to give a reference for the different sources.
 - translating others' texts without acknowledging the sources (translation plagiarism).
 - failing to indicate a direct quotation from a source; a direct quotation [or quote] means the exact original words as written by someone else in a book / journal article / internet site, etc. (quotation marks must be used).
 - paraphrasing or synthesising material from a book, journal article or internet site, etc. without referencing the sources in one's writing.
 - producing a piece of work by stringing together extracts (paragraphs or sentences from) from a number of sources without referencing them in the text ("patch-writing").
 - using one's own previous work in another assignment without acknowledging it (self-plagiarism).
- (3) Failure to acknowledge the co-authorship of persons who have substantially contributed to one's scientific findings or publication;
- (4) Failure to refer to controversial points of view;
- (5) Removal of primary data where this violates statutory regulations or generally accepted principles of scientific work;
- (6) Academic misconduct is also committed by those who are jointly responsible for others' misconduct, in particular through active participation, joint knowledge of falsifications or co-authorship of publications containing falsifications;
- (7) Commissioning a third party, e.g. a (paid or unpaid) ghost-writer, an essay writing mill or a thesis writing company, to produce an assessment which is then submitted constitutes fraudulent behaviour and serious academic misconduct.

10. Consequences of Academic Misconduct⁶

- (1) Where academic misconduct is suspected in an assignment a holding U grade will be entered on the student's module record and the case will be referred to the Chair of the DBA Assessment Board. Where it is considered that there is sufficient evidence to suggest that the regulations have been contravened, the module leader, on behalf of the Chair of the Subject Assessment Board will refer the incident to the Secretary to Academic Board for investigation.
- (2) If the Secretary to Academic Board decides there are reasonable grounds to suggest the candidate has contravened the assessment regulations, they will write to the student(s) concerned in order to put the allegation and request, within 10 working days of the date on which the letter is sent, a written statement to explain how the allegation may have arisen and to provide any mitigating circumstances.
- (3) Where an allegation of academic misconduct is sustained, either by admission of the student or following investigation, the DBA Assessment Board will receive the recommendation of the Secretary to Academic Board or Panel, decide on a course of action and report its decision to the Secretary to Academic Board for their information.
- (4) Should the DBA Assessment Board decide that a student be expelled from the University, the Chair will inform the Secretary to Academic Board. The Secretary to Academic Board will issue the notification of expulsion.
- (5) Students may appeal against the decision of the DBA Assessment Board to impose a penalty following the Board's receipt of the report confirming an infringement of assessment regulations.
- (6) For reassessments following a sustained allegation of academic misconduct a fee of 200 GBP must be paid.

11. Research Ethics and Risk Assessment

- (1) Students who wish to undertake a research project that involves human participants or may raise issues of a socially sensitive nature are required to complete a Research Ethics Screening form in partnership with their supervisor. A copy of the application form for Research Ethics Committee approval can be downloaded from KMUnity along with the Code of Practice for Research. A risk assessment for the research is also required from all students (and is included in the research ethics form).
- (2) The Research Ethics Screening form (including risk assessment) must be completed, signed and submitted to KMU Akademie's Research Ethics Committee well in advance of

⁶ See Middlesex University Regulations, Section F.

the proposed fieldwork. Students must not begin any fieldwork until the Research Ethics Committee has given approval for their research. Details can be found on KMUnity.

- (3) No research project will be allowed to proceed which seeks to conduct empirical research among participants under the age of 18, or among 'vulnerable' participants (i.e. individuals who lack the ability to fully consent to participate in a study).

12. Academic Committee

- (1) KMU Akademie's Academic Committee consists of five members. Additional members will be co-opted as appropriate.
- (2) The Academic Committee ensures adherence to the DBA Regulations. It may make recommendations on changes to the DBA Regulations.
- (3) The Academic Committee is quorate when at least two eligible members are present. The Academic Committee decides with simple majority.
- (4) The meetings of the Academic Committee are not open to the public. Members are bound by a strict requirement of confidentiality. At the start of a meeting, the Chair will remind attendees that the proceedings and discussions are strictly confidential.

13. DBA Programme Assessment Board

- (1) The DBA Assessment Board consists of the Deputy Dean (or nominee) of Middlesex University Business School (Chair), the University link tutor, a member of staff from Middlesex University's Partnerships office, external examiners, and representatives of KMU Akademie (including link tutor, programme leader and internal examiners). The DBA Assessment Board meets three to four times a year (see Programme handbook).
- (2) Terms of reference:
 - To recommend, within the approved regulations, the form and nature of assessment and reassessment for all DBA Programme assignments;
 - To determine the grades awarded to each student in respect of all Phase 1 assignments;
 - To recommend to the University's Postgraduate Research Board that students who have passed Phase 1, including research development training and the proposed programme of research, proceed to Phase 2 of the DBA Programme;
 - To recommend for award all students who have successfully completed and defended their thesis;
 - To receive, where an incidence of academic misconduct has occurred, the recommendation of the Secretary to Academic Board and decide on a course of action.

- (3) The conduct of the DBA Assessment Board is subject to the appropriate specifications of Middlesex University's regulations.

14. External Examiners

- (1) External examiners will be appointed in accordance with Middlesex University's Research Degree Regulations by Middlesex University for both Phase 1 and Phase 2 assessments. The external examiners will be independent both of Middlesex University and of KMU Akademie.
- (2) Phase 1 external examiners will advise on the appropriateness and effectiveness of the assessment processes, scrutinise a sample of all assessments they are responsible for, as well as all work recommended for failure, advise, if necessary, on the desirability of remarking of any assessed work, attend the appropriate assessment boards and write an annual report. In addition, Phase 1 external examiners are members of the Programme Approval Panel.
- (3) Phase 2 external examiners assess the thesis and attend the viva. There will be one external examiner appointed for each viva (however, candidates who are KMU Akademie staff will be examined by two external examiners).

15. Middlesex University's Postgraduate Research Board

- (1) The terms of reference of Middlesex University's Research Degrees Commission include the management of all aspects of research degree provision across the institution and its campuses and partners, as well as acting as the formal board for the award of research degrees.
- (2) The decision to permit students to progress to Phase 2 of the DBA Programme rests with the University's Postgraduate Research Board.
- (3) Following the completion of the thesis and the viva, the examiners may indicate the result of the examination to the student. However, they will inform the student that the decision rests with the University's Postgraduate Research Board.
- (4) Where evidence of academic dishonesty in the preparation of a student's assessments, or other irregularities in the conduct of the assessments, come to light subsequent to the recommendation of the assessors, the University's Postgraduate Research Board will consider the matter, if necessary, in consultation with the assessors, and take appropriate action in accordance with the University Regulations.

16. Research Ethics Committee

- (1) The Research Ethics Committee is appointed by and reports to KMU Akademie's Academic Committee.
- (2) The Research Ethics Committee shall:
 - keep abreast of new external developments, policies and regulations concerning research ethics and, where appropriate, ensure that KMU Akademie meets all necessary requirements;
 - ensure that staff and students have adequate training in the ethical conduct of research;
 - establish procedures for dealing with ethical issues throughout research;
 - keep ethical issues in research under review;
 - make recommendations and provide feedback on the ethical appropriateness of research projects;
 - keep records of decisions made;
 - refer cases to the Academic Committee where necessary;
 - report as required to the Academic Committee.
- (3) Research Ethic Screening forms are scrutinized by a member of the Research Ethics Committee and are approved or referred for amendment.

17. Provision for Students with Disabilities and Learning Difficulties

- (1) KMU Akademie is committed to the principles of barrier-free education and to ensure opportunities for all students with disabilities and specific learning difficulties. Support includes, but is not restricted to, advice and guidance by KMU Akademie's Disability Support as well as Gender and Diversity representatives, and special arrangements for assessments⁷.

18. Deferral of Assessment

- (1) If exceptional circumstances prevent a student from meeting an assessment deadline or attending an assessment (e.g. the oral presentation and defence of their Proposed Programme of Research, they may apply for a deferral of assessment. A deferral can only

⁷ See

https://www.kmuakademie.ac.at/fileadmin/studiengaenge/Evidence_17.1_2022_KMU_Equality_Diversity_and_Inclusion_Policy.pdf

be granted where exceptional circumstances prevent a student from completing/attending assessment through no fault of their own and where documentary evidence (e.g. medical evidence) is supplied.

19. Reassessment

- (1) The reassessment opportunities for each assignment are specified in these regulations (possible outcome of assessment). The panels will decide about the form or re-examination and deadline for amendments/corrections. Depending on the scope of conditions/revisions the deadline for resubmission is from two months up to one year. Students must comply with the deadlines set. Failure to submit work by the specified deadline will result in failure in the reassessment and withdrawal of registration.
- (2) Where a reassessment results in failure or a student fails to register for reassessment (via the Assessment Portal) within the stated timeframe, the DBA Programme cannot be completed, resulting in the recommendation to end the registration.
- (3) The DBA Assessment Board's recommendation to end a student's registration must be ratified by the University's Postgraduate Research Board.

II. Phase 1 Assessments

Two assignments must be completed in Phase 1:

- Extended Research Proposal
- Proposed Programme of Research, presentation and viva

Detailed guidelines for each assignment are available on KMUnity.

20. Submission and Grading of Phase 1 Assessments

- (1) The submission of the assignments is the responsibility of the student. Deadlines are only specified for resubmissions. All assessments must be uploaded in the assessment portal on KMUnity.
- (2) All assignments are examined by a specified panel. For details see Programme Handbook. Students will be informed in writing about the outcome of the assessment, including, where applicable, the amendments required by the examiners and the deadline for resubmission.

- (3) In accordance with UK regulations, all assessments are graded pass/fail. Failed assessments may be retaken (subject to the Regulations). A fee may be charged for reassessment.
- (4) With regard to the *Extended Research Proposal*, the following assessment outcomes are possible:
- Pass: the candidate may proceed to the Proposed Programme of Research;
 - Revisions required: the candidate must complete and submit further specified work for assessment. A maximum period for resubmission will be specified by the panel (up to 12 months); only one re-submission is permitted;
 - Fail: The candidate is required to withdraw.

21. Programme of Research Approval

- (1) The purpose of the Proposed Programme of Research (PPOR) is to conceptualise, design and plan a doctoral research project. It will outline the problem to be addressed in the research project, the current state of research in the field concerned, the research gap and the research question/s, as well as the methodology to be employed, and thus serve as the foundation for undertaking the thesis. This is a key milestone for students. Successful completion allows students to progress to phase 2 (research phase) of the programme.
- (2) The calendar for the PPOR presentation/viva dates will be confirmed in good time. PPOR presentations/vivas will normally be conducted online. KMU Akademie will provide access to an appropriate video conferencing tool. All participants must agree to the current regulations for online presentations/vivas before the examination. The Programme Approval Panel will consist of one (Phase 1) external examiner, the chair, one internal examiner (KMU Akademie), and a minute taker. The student's supervisor may be present as observer. The Panel members will be sent the Proposed Programme of Research assignments at least two weeks prior to the date of the presentation/viva sessions.
- (3) The viva (including presentation and feedback) will take approximately one hour. The length of the presentation will be approximately ten minutes and will be followed by a discussion with the panel of around 35 minutes. Oral feedback will be given to the candidate immediately after the viva.
- (5) The following assessment outcomes are possible:
- The student's proposed programme of research is approved;
 - The student's proposed programme of research is approved subject to minor or major amendments being made to the submission within a specified time (normally 2 months for minor changes and up to 6 months where more significant work is required);

- The student's proposed programme of research is not approved. In this case, the student is permitted, as of right, one further opportunity to resubmit the Proposed Programme of Research at a specified time (up to 12 months), following revision, with or without an oral presentation/viva;
 - The resubmitted Proposed Programme of Research is not approved (or has not been submitted within the stated timeframe). In this case, the DBA Programme cannot be completed, resulting in the recommendation to end the registration.
- (4) Successful candidates will be informed by the Panel in writing (via KMU Akademie) that they may progress to Phase 2 (subject to confirmation by the University's Postgraduate Research Board).
- (5) Candidates who are required to amend their Proposed Programme of Research will do so on the basis of the oral and written feedback received and within the deadline set by the Panel. Candidates can only re-submit the Proposed Programme of Research once, unless there are extenuating circumstances, which will be recorded by KMU Akademie.
- (6) The decision as to whether candidates may formally progress to Phase 2 will be taken by the next DBA Assessment Board (to be ratified by the Middlesex University's Postgraduate Research Board , see 13).

III. Research Phase (Phase 2)

The decision to recommend a candidate's progression to the research phase (Phase 2) of the DBA Programme will be confirmed by the DBA Assessment Board. The recommendation requires ratification by the University's Postgraduate Research Board.

22. Submission, Title; and Length of the Thesis

- (1) Students may not submit their Thesis for final assessment before the minimum registration period (4 years) has passed. The Thesis must be submitted within the maximum registration period (7 years). If a student has not submitted for their final assessment by the end of the maximum registration period, the registration will be ended, and they will not be eligible for the award of a degree.
- (2) The supervisory team will support the student to final submission. A Thesis for examination should normally only be submitted with the agreement of the Supervisor, but it is at the sole discretion of the student. The supervisory team have no authority to block the submission of a thesis where a student decides to act against their advice. Where a Thesis is submitted against the advice of the supervisory team, the Programme

Leader should be informed in writing. Examiners shall not be informed of this fact, to ensure fairness, but the Chair of the Examination Board shall be informed.

- (3) The thesis title for each student will be sent from KMU Akademie to Middlesex University (Academic Partnerships) at the time of the appointment of the Phase 2 external examiner.
- (4) The length of the Thesis will be between 42,000 and 72,000 words (excluding ancillary data). The Thesis will be a research project based on the Proposed Programme of Research. It will demonstrate the student's ability to independently undertake original scholarly work, carry out self-directed research, and scholarly engage in depth with issues related to their professional practice.

23. VIVA

- (1) The Examination Panel for final assessment will normally consist of a Chair, an external examiner and an internal examiner. The Panel will be nominated by KMU Akademie and must be approved by the University's Postgraduate Research Board.
- (2) The examiners will review and examine the thesis and submit preliminary, independent reports to the Chair of the oral examination. There will be a pre-meeting of normally approximately half an hour before each viva.
- (3) The viva must be held, even if the examiners are of the opinion that no useful purpose will be served.
- (4) Vivas will normally take place within sixteen weeks following submission of the thesis.
- (5) The oral Presentation/Viva examination will normally be conducted online. KMU Akademie will provide access to an appropriate video conferencing tool. All participants must agree to the current regulations for online vivas prior to the examination.
- (6) Exceptionally, the supervisory team and other Middlesex University or partner institution staff may be present as observers during the viva, only when the candidate is also present and only with the agreement of the candidate and the examiners. Such additional participants are not expected to participate in the discussion but may answer questions put to them by the Chair.
- (7) A typical viva will normally take approximately two hours (presentation of 15 minutes followed by questions and answers), but there is no specified time limit.

- (8) Oral feedback will be given by the Panel to the candidate immediately after the post-viva discussion (by the Panel). The Panel informs the student of their recommendation. The recommendation is not formally approved until confirmed by the University's Postgraduate Research Board (normally by Chair's Action as soon as practicable).

24. Outcome of Final Assessment

- (1) Following the viva, the examiners will submit a joint report and recommendation relating to the award of the degree which needs to be ratified by the University's Postgraduate Research Board.
- (2) On first assessment, an Assessment Panel may recommend
- that the degree be awarded
 - that the degree be awarded subject to minor amendments
 - that the student be permitted to revise and resubmit, with or without a further viva.
- (3) An Assessment Panel may not recommend outright failure on the first assessment.
- (4) An Assessment Panel should only exempt from a second viva a student who has been permitted to revised and resubmit where it is clear that the student has attained the standard, but that the thesis required more substantial revisions. An Assessment Panel should never fail a candidate without a viva.
- (5) On second assessment an Assessment Panel may recommend:
- that the degree be awarded
 - that the degree be awarded subject to minor amendments
 - that the student be permitted to revise and resubmit, with or without a further viva
 - that the student has failed.
- (6) The student will be notified in writing by Middlesex University, via KMU Akademie, of any conditions and/or corrections that the examiners may require. The examiners decide and specify the deadline for re-submission, 12 months is the maximum they can recommend.

25. Intellectual Property and Research Repository

- (1) University policy on Intellectual Property Rights: Students sets out how they should ensure that they either own the copyright on your submitted work, or they have permission to include it in their thesis.

- (2) After completion of the assessment process, students must submit a final electronic copy of their submission, which will be placed in the University's online research repository. Students must give the university an irrevocable, transferable, license to do this before the award of a degree can be confirmed (repository form). Deposit of supplementary materials, that is included in the appendix of the thesis, is at the discretion of the author, and such supplementary materials will only be stored in the Repository where all intellectual property rights owners have agreed to allow the materials to be placed on open access.
- (3) The electronic copy submitted to the University becomes the property of the University, but this does not confer any ownership of copyright or other intellectual property rights in the submission on the University.
- (4) Where Middlesex University's Postgraduate Research Board has agreed that the confidential nature of the candidate's work is such as to preclude the submission being made freely available in Middlesex University's Library, the submission will, immediately on completion of the Programme, be retained in electronic form on restricted access in the Middlesex University Research Repository. The maximum permissible duration for an embargo is 100 years. The candidate may optionally also supply with the complete original copy of an embargoed thesis a second redacted copy for immediate open access on the repository.

IV. Complaints and Appeals⁸

26. Complaints

- (1) Students who are dissatisfied with any element of their programme or supervision, must discuss any such concerns with their supervisory team and/or the Programme Leader in the first instance. If they are dissatisfied with the response, they should submit a formal complaint to KMU Akademie.
- (2) KMU Akademie's complaints and grievance procedures must have been fully exhausted before the Middlesex University complaints procedure ("Complaints from students studying at Collaborative Partner Institutions") can be followed.

⁸ See KMU Akademie Procedures for Complaints and Appeals
https://www.kmuakademie.ac.at/fileadmin/studiengaenge/Evidence_21h.1_KMU_Complaints_and_Appeal_Procedure.pdf

27. Appeals

- (1) Students have the right to appeal against decisions taken by the DBA Assessment Board/the University's Postgraduate Research Board.
- (2) An appeal may only be made against decisions or examination outcomes which has been confirmed by the DBA Assessment Board/the University's Postgraduate Research Board. Students wishing to understand an assessment result which has not yet been approved by the DBA Assessment Board/the University's Postgraduate Research Board may do so informally through the DBA Programme Leader.
- (3) An appeal may be made on the following grounds:
 - a) are circumstances affecting the candidate's performance of which the examiners were not aware at the examination, or other formal assessment, and which the candidate, for good reasons, could not divulge at the time (including the existence of exceptional circumstances which could not have been known to the candidate prior to the submission to the examination or assessment);
 - b) is evidence of a procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;
 - c) is evidence of unfair or improper assessment on the part of one or more of the examiners.
- (4) Appeals against the academic judgement of the examiners or the DBA Assessment Board in assessing the merits of academic work, or in reaching a decision on progression, which has been reached in accordance with the regulations will normally be rejected.
- (5) Students who wish to appeal must do so within one month of the date on which they were notified of the decision against the student is appealing.
- (6) Students must submit a written case for the appeal. The appeal will be submitted to Academic Registry via KMU Akademie. Middlesex University's Academic Registrar will be responsible for interpreting and applying Middlesex University's Regulations as they apply to an appeal by DBA students. Forms for submitting an appeal are available from the DBA Programme Administration Team (dba@kmuakademie.ac.at).
- (7) The procedure for making an appeal is set out in Middlesex University's Regulations for Research Degree Programmes⁹.
- (8) Middlesex University aims to inform the student of the outcome of their appeal within three months from receipt of the full appeal.
- (9) Should the student wish to take the matter further, they may, within twelve months of receiving notification that the internal procedures of the University have been completed, write to the Higher Education Independent Adjudicator. The website address is www.oiahe.org.uk.

⁹ See Middlesex University's Regulations for Research Degree Programmes are available at <https://www.mdx.ac.uk/about-us/policies>

V. Completion of the Programme

28. Confirmation of Completion of the DBA Programme

- (1) The DBA Programme will be completed when the thesis has been successfully defended and any amendments required by the examiners have been incorporated. However, this will be subject to confirmation by Middlesex University's Postgraduate Research Board.
- (2) Candidates will not normally be awarded a degree certificate until the electronic version of the thesis, the abstract of the thesis and the completed Research Repository Agreement form have been received by Middlesex University.

29. Certificate and Diploma Supplement

- (1) On successful completion of the programme, students will be awarded the degree of "Doctor of Business Administration".
- (2) The certificate will be issued by Middlesex University.
- (3) The diploma supplement is designed to provide more detailed information about the programme and an overview of the modules completed. It will also list the topic of the thesis.
- (4) Diploma supplements will be produced by KMU Akademie for confirmation by Middlesex University. Candidates will normally receive their certificate and diploma supplement by post within three months after confirmation of programme completion.
- (5) Replacement or reissuance of degree certificates or diploma supplements may be requested at an administrative charge.

30. Graduation Ceremony

- (1) Graduates whose successful completion of the programme has been ratified by Middlesex University's Postgraduate Research Board will be eligible to attend KMU Akademie's graduation ceremony and/or Middlesex University's graduation ceremony.
- (2) Graduates who wish to attend KMU Akademie and/or Middlesex University's graduation ceremony must register for their ceremony. Dates of graduation ceremonies will be announced on KMUnity in good time.

VI. Final Provisions

31. Rescinding of Qualification

- (1) Where evidence of academic misconduct in the preparation or the thesis, or other irregularities in the conduct of the assessment, come to light subsequent to the recommendation of the examiners, Middlesex University's Postgraduate Research Board will consider the matter, if necessary, in consultation with the examiners, and take appropriate action in accordance with Middlesex University's regulations.
- (2) In accordance with Middlesex University's Regulations, Middlesex University's Academic Board will rescind a qualification if appropriate.

32. Change of Curriculum and Assignments

- (1) Where students have not completed their course within one year of the introduction of a new curriculum they will automatically be transferred to the new curriculum. Assessment results will be accredited accordingly.
- (2) Students will be informed of any updates. "Old" material will remain relevant for assessments for one month after the update. As of the announced effective date, the updated materials will become relevant for assessments. Students will be informed of any changes and updates in the curriculum/assignments including an effective date.

33. Gender Neutrality

- (1) All references to persons in these DBA Regulations are to be understood to be gender-neutral, even if they are not given in a gender-neutral form.

34. Commencement of Regulations

- (1) These Programme Regulations will come into effect on the day of publication.