

M901 Doctor of Business Administration



Deakin Graduate School of Business
Deakin University
221 Burwood Highway
Burwood Victoria 3125 Australia
Phone: 03 9244 5526 Fax: 03 9244 5533
dba-enquiries@deakin.edu.au

Application Form – Instructions

How to apply

The following application form can be used only to apply for the Doctor of Business Administration (DBA) at Deakin University.

Application closing date

Applications close on 15 November for Trimester 1 commencement each year, 15 May for Trimester 2 and 15 September for Trimester 3.

Advice from potential supervisors

You are strongly encouraged to contact the DBA Program Director (at the Deakin Graduate School of Business above) before submitting your application to discuss the application requirements and the availability of supervision in your area of research interest.

Complete all sections of the application form

Ensure that you complete all sections of the form. In section 4.2 where you refer to your ability to conduct postgraduate research, you are encouraged to provide details of achievements such as:

- research theses completed as part of other qualifications
- previous research publications
- conference papers you have presented
- previous research projects you have undertaken (whether for higher degree purposes or otherwise)
- projects you have managed
- substantial reports that you have written and relevant project documents
- any other research experience (such as working as a research assistant)

Documents required

When submitting your application, make sure that you include all of the required documents. Wherever possible it is best to avoid submitting documents separately. You will be required to submit the following:

- a covering letter outlining your reasons for wishing to undertake the Doctor of Business Administration
- a résumé outlining the nature and extent of your managerial or professional experience relevant to admission
- a statement outlining evidence of your ability to conduct research
- certified* transcripts of all of your tertiary education studies except those undertaken at Deakin University. These should indicate the name of the qualification, the institution of enrolment, the years of study, the subjects/units undertaken, the grades achieved, explanatory notes concerning the grades, and proof that the qualification has been completed
- certified* proof of Australian or New Zealand citizenship (e.g. birth certificate, relevant pages of passport, or citizenship certificate) or Australian permanent residency (e.g. relevant pages of passport showing visa)

You may also be required, where appropriate, to submit:

- proof of any changes of name (e.g. marriage certificate)

* A certified copy is one in which a person able to sign affidavits (e.g. pharmacist, medical doctor, Justice of the Peace, dentist, solicitor, Member of Parliament, school principal, etc.) has certified it as a true copy of the original document.

Academic referee reports

Reports from two referees are required. It is recommended that you request reports from people who are able to comment on your ability to undertake research. At least one of your referees should hold a doctoral qualification. Please urge your referees to complete and submit reports as soon as possible. It is also recommended that you ask your referees to retain a photocopy of the reports they provide to the University. Note that these reports are confidential and should be sent by your referees directly to Deakin University at the address indicated on the form.

Retain a copy of your application

It is advisable to keep a photocopy of your application and attachments for your own records.

Address for applications

DBA Applications
Deakin Graduate School of Business
Deakin University
221 Burwood Highway
Burwood Victoria 3125
Australia

M901 Doctor of Business Administration



DEAKIN
UNIVERSITY AUSTRALIA

Application Form - Australian Citizens,
Permanent Residents and New Zealand Citizens

Student ID number

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If you have previously been enrolled at Deakin University please write your student ID number

01 Personal information

TITLE	FAMILY NAME	GIVEN NAME(S)
DATE OF BIRTH	GENDER (M OR F)	
PREVIOUS NAME (IF APPLICABLE)		

(NOTE: If qualifications were gained in former name please provide certification of name change)

02 Home address

No. & STREET	
SUBURB	POSTCODE
STATE COUNTRY	TEL (Mobile)
TEL (Home)	TEL (Business)
FAX	EMAIL

Correspondence address

No. & STREET	
SUBURB	POSTCODE
STATE COUNTRY	

03 Citizenship

Are you an Australian citizen, a New Zealand citizen, or an Australian Permanent Resident?

YES NO

(If you have answered NO to the above you must apply through Deakin International - Phone +61 3 9244 5095 or visit <http://www.deakin.edu.au/international/>)

NOTE: Attach proof of Australian or New Zealand citizenship (certified photocopies of birth certificate, citizenship certificate, or passport) or Australian permanent residency status (certified photocopies of relevant pages of passport)

04 Proposed Study

4.1. Proposed research title or topic

Candidates are encouraged to discuss projects with the DBA Program Director or prospective supervisors before submitting this application

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4.2. Deakin staff

List any Deakin University academic staff with whom you have discussed your proposed research topic

NAME	FACULTY/SCHOOL

4.3. Proposed Mode of Study (please tick)

Part-time On-campus
Full-time Off-campus

05 Qualifications and Experience

5.1. Academic qualifications

Degree	Level of Honours	Year	Institution

(NOTE: Attach a transcript of certified copy of qualifications from institutions other than Deakin University. Note copies of both sides of transcripts are required. YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION.)

Are you currently studying?

If you are currently studying, please provide details as requested below

Name of course (e.g. Master of Business Administration)	Institution	Date result is expected

Are you applying to transfer?

If you want to transfer your Doctor of Business Administration from another institution, or transfer from your current Deakin Master of Business Administration, please provide details as requested as below.

Name of course (e.g. Master of Business Administration)	Institution	Date commenced

(NOTE: Provide certified proof of your commencement date at that institution. Also provide evidence of any intermissions or changes of candidature status that may have occurred during your enrolment.)

5.2. Evidence of your ability to conduct successful research

- Attach a résumé or statement outlining your management and professional experience
- Attach a statement outlining your ability to conduct research

06 Referees

List details of two people whom you have asked to provide a confidential referee report in relation to your ability to conduct research. Send each of them a copy of the referee report form (attached) and request that they send their report directly to the University as indicated.

Name	1.	2.
Institution		
Position		
Phone		
Facsimile		
E-mail		

Checklist

- Have you answered all of the questions?
- Have you sent the confidential report forms to two referees and confirmed that they will complete and forward them to the University?
- Have you completed the Statistics page overleaf?
- Are the following documents attached?
 - Certified proof of name change, if required
 - Certified proof of Australian/ New Zealand citizenship or Australian permanent residency
 - Certified transcript of qualifications from institutions other than Deakin University
 - Certified proof of your commencement date and evidence of any intermission or changes of candidature status if you want to transfer masters or doctoral research candidature from another institution, or have been enrolled in such a program at another institution within the last three years
 - Résumé outlining the nature and extent of your management and/or professional experience relevant to this application
 - Statement outlining your reasons for wishing to undertake the Doctor of Business Administration, along with your ability to undertake research and to author substantial written reports

Declaration

- I declare that to the best of my knowledge the information supplied in this application and documentation supporting it are correct and complete.
- Where records or prior study have been provided in support of my application, I authorise Deakin University to conduct a search and retrieval of my academic record from my previous institution/s to verify the information contained in my application.
- I acknowledge that the provision of incorrect information or documentation relating to my applications may result in withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course, at the discretion of Deakin University.
- I agree to abide by the Statutes, Rules and Regulations of the University.
- I consent to such of my personal identifying data being provided to the Department of Education, Employment and Workplace Relations (DEEWR) as is necessary for allocation of a CHESN (Commonwealth Higher Education Student Support Number), and my SLE (Student Learning Entitlement).
- Should I elect to enrol in a program offered by the University in conjunction with a professional organisation, I consent to the University notifying any such professional organisation of this enrolment.

Signed _____

Date _____

Statistics

- Your enrolment cannot be completed if these statistics are not provided.
- These statistics are required by the Department of Education, Employment and Workplace Relations (DEEWR) pursuant to Subdivision 19-70(1) of the *Higher Education Support Act 2003*. The statistics are collated and provided to DEEWR and do not identify individual students.

01 Are you of Aboriginal or Torres Strait Islander descent? (Select one only)

- No
 Yes–Aboriginal
 Yes–Torres Strait Islander
 Yes–Aboriginal and Torres Strait Islander

02 What is your citizenship status during this year? (Select one only)

- Australian Citizen
 New Zealand Citizen (see 03)
 Permanent Humanitarian Visa Holder (proof required—see 03)
 Permanent Visa Holder (not Humanitarian—see 03)
 Temporary Entry Permit Holder
 Other status

03 If you are a student who is a New Zealand Citizen, has Permanent Residence status, or is the holder of a Permanent Humanitarian Visa, select a statement that best describes your circumstance below.

- You are residing inside Australia for the Trimester or outside Australia as a requirement of the course.
 You are residing outside Australia for the Trimester but not because of a requirement of the course.

04 In what country is your permanent home address?

- Australia Postcode
 Other country Name

05 In what country is your residence during the year?

- Australia Postcode
 Other country Name

06 In what country were you born?

- Australia
 Other country Name
 Year of arrival in Australia

07 Do you speak a language other than English at your permanent home residence?

- Yes No Language

08 If you are an Australian school leaver, what was your home postcode in your last year of Secondary School?

09 Please indicate your parents/guardians gender and highest level of education.

- Parent 1 Parent 2
 Male Male
 Female Female

- Parent 1 Parent 2
 Postgraduate qualification
 Bachelor degree
 Other post school qualification
 Completed year 12 or equivalent
 Did not complete year 12 or equivalent
 Completed year 10 or equivalent
 Did not complete year 10 or equivalent
 Not sure

10 What is the highest attainment of education you completed prior to this course? (Select one only)

- A complete higher education postgraduate course
 A complete higher education bachelors degree course
 A complete higher education sub-degree course
 An incomplete higher education course
 A complete final year of secondary education course (at school or TAFE)
 A complete other qualification or certificate of attainment or competence
 No prior educational attainment
 A complete TAFE (VTE) award course
 An incomplete TAFE (VTE) award course
 Last year of enrolment was:

11 If you have undertaken prior undergraduate studies please provide the name of the institution at which you studied?

12 Do you have a disability, impairment or long-term medical condition which may affect your studies?

- Yes No

13 If 'Yes' to '12', please indicate the area(s) of impairment?

- Hearing Learning
 Mobility Vision
 Medical Other

14 If 'Yes' to '12', would you like to receive advice on support services, equipment and facilities which may assist you?

- Yes No

I hereby declare that the information provided is correct and complete

Signature

Date / /

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Confidential Referee Report

Notes to Academic Referees

Deakin Graduate School of Business would be grateful if you would complete this referee report form for the following application to the Doctor of Business Administration.

The purpose of this report is to elicit your views of the applicant's eligibility and readiness for a doctoral degree involving a substantial research program.

The questions relate to the applicant's ability to conduct research successfully at doctoral level. To assist you the applicant should have completed Section A. All referees are required to complete Sections B and E with the possibility of then completing either or both Sections C and D depending on the context of your knowledge of the applicant.

If you are completing Section C:

Entry to the Doctor of Business Administration is, in part, assessed in terms of an Honours standard. If you have known the applicant in this context indicate the level of Honours that the applicant has attained or is expected to attain. Indicate next to 'Honours grade' the level of Honours relative to the performance of other Honours students as follows:

- IA - in the top third of all first class honours graduates
- IB - in the middle third of all first class honours graduates
- IC - in the lower third of all first class honours graduates
- IIA - second class, upper division
- IIB - second class, lower division

Reports for applicants seeking candidature should be returned as soon as possible throughout the year but no later than 15 November for Trimester 1, 15 May for Trimester 2 and 15 September for Trimester 3.

Please forward the completed report to:

"Confidential - DBA Referee Report"
Deakin Graduate School of Business
Deakin University
221 Burwood Highway
Burwood Victoria 3125 Australia
Phone: 03 9244 5526
Fax: 03 9244 5533

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Confidential Referee Report

Applicants are requested to complete Section A and forward this form to each of the referees nominated on the application form

SECTION A: Applicant's personal details (to be completed by applicant)

Family name	Given names	Title
Address		Postcode
Proposed project		

SECTION B: Referee's details (to be completed by referee)

Name of referee		Title
Current position	Institution/Company name	
Tertiary qualification/s		
Email		Fax ()
Describe the context in which you have known the applicant (e.g. research supervisor, manager, colleague, project team member)		
Signature		

SECTION C: Referee's comments about applicant (to be completed by referee)

NOTE: This section is only to be completed if you have known the applicant in the context of research undertaken during tertiary studies

01

Has the applicant written a thesis embodying original research? YES NO

02

If "Yes", please indicate:

- in which course the thesis was undertaken _____
- the scale of the thesis (i.e. as a proportion of the total course and/or approximate length in words)

03

Applicant's predicted or actual level of Honours (please circle). If the applicant has not completed an Honours degree, please equate her/him to a level of Honours in the 'EQUIVALENCE' below. Please provide a brief justification for indicating Honours level in the 'EQUIVALENCE' column.

	PREDICTED	ACTUAL	EQUIVALENCE
First Class	IA	IA	IA
	IB	IB	IB
	IC	IC	IC
Upper Second Class	IIA	IIA	IIA
Lower Second Class	IIB	IIB	IIB

Provide comments on assessment of actual Honours level or Honours equivalence (please attach further page/s if required)

SECTION D: Referee's comments about applicant (to be completed by referee)

NOTE: This section is to be completed in relation to research activity/project work not undertaken during tertiary studies

01

Comment on the applicant's publication/project report writing record, if relevant (e.g. number of refereed publications, academic status of publications, and the applicant's contribution in the case of multiple authorships)

02

How would you rate the applicants quality as a researcher?

- Exceptional Above average Average Below average

03

What skills would the applicant bring to a doctoral degree involving a substantial research program?

SECTION E: Referee's summary comments about applicant (to be completed by referee)

01

The degree of support I give the applicant is:

Unreserved

Strong

Fairly strong

Moderate

None at all

02

Additional comments (please attach further page/s if required)

Do not return this form to the applicant

Please forward to:

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