

**Executive Doctorate in Business Administration
Application**

For office use only

Application No.:
2022/.....

Instructions to Applicants

All relevant information for this application must be provided fully and accurately. Incomplete applications will be rejected and curriculum vitae or any other details in place of qualifications and work experience will not be accepted.

The following documents must be submitted before June 17, 2022.

1. Application form to be completed and named "EDBA_2022_Your Name_Application"
2. Thesis project. Name this document "EDBA_2022_ Your Name _Project"
3. Scanned copies of two letters of recommendation. Name these documents "EDBA_2022 _Your Name _ Recommendation_1" and "EDBA_2022 _ Your Name _ Recommendation_2"
4. A deposit of 3000 fresh euros.
5. One certified copy of the following documents:
 - Lebanese or foreign baccalaureate (and its official equivalence from the Ministry of Education),
 - All University degrees (all degrees awarded other than by USJ must be certified by the Ministry of Higher Education)
 - ID (Identity card, extract of civil status or passport),
 - Transcript of years of study,
 - Certificate of employment (if you exercise a professional activity),

You will receive a notification at a later date regarding the status of your application and the date of your interview in case of acceptance.

An email will be sent to those who will pass the interview with the details regarding the next steps.

Duly completed application and documents to be returned to:

Administrative assistant

Mrs. Nadine Baz – nadine.baz@usj.edu.lb

Faculty of Business and Management

Campus of Social Sciences

Saint Joseph University of Beirut

Huvelin Street, Achrafieh, Beirut / Lebanon.

Telephone: 961 1 421418

1. PERSONAL

(a). Title: Mr./ Mrs./Miss
..... (Use Block Letters)

(b). Name in Full:

Surname:

First Name:

(c). Contact Details:

		<i>Residential</i>	<i>Business</i>
Address			
Telephone	<i>Land</i>		
	<i>Mobile</i>		
E – mail			

(d). ID/ Passport No:

(e). Nationality:

(f). Date of Birth : Day Month Year Age

(g). Sex (Please mark 'x'): Male ☐ Female ☐

(h). Marital Status (Please mark 'x'): Single ☐ Married ☐

2. ACADEMIC QUALIFICATIONS *(Please attach certified photocopies of relevant certificates)*

Qualification Degree/ Diploma	University	Period of study (From – To)	Main Specialization	Grade Obtained	Month & Year

3. PROFESSIONAL QUALIFICATIONS *(Please attach photocopies of relevant certificates)*

Institute	Period of study (From – To)	Field of study/ Training	Qualification	Month & Year

4. WORK EXPERIENCE *(Attach photocopies of service certificates and/or evidence for Managerial, Entrepreneurial, Consultancy experiences)*

Organization	Period of work			Position held
	From	To	No. of years	

(a). Nature of Work Responsibilities related to current employment:

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5. LANGUAGE PROFICIENCY *(Give evidence of proof on sufficiency of your knowledge of English to undertake the EDBA Program)*

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6. MODE OF FINANCING

Private	<input type="text"/>	Sponsored	<input type="text"/>	Undecided	<input type="text"/>
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(a) If sponsored, by whom?

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7. REASONS FOR APPLYING

(Enumerate briefly and as possible, your reasons for wishing to enroll in the EDBA program at the Faculty of Business and Management of Saint Joseph University of Beirut)

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8. Any other information including your personal/career interests which you feel may be useful to the admission jury in the evaluation of your application

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9. THESIS PROJECT

The objective of the thesis project that you are required to present is to ensure that you will be able to formulate an EDDBA thesis topic during the first year of the program. This subject should have your interest, be aligned with your professional experience and have enough chances to be accepted by the program's scientific committee. This topic may be changed or modified during the first months of the program, if needed.

The Thesis project should include:

- A subject or big issue (managerial problem)
- A description of current knowledge of the issue
- The objectives of the research
- Must include books / academic references

In your project, you must be able to answer the questions below:

- Expose the nature of the problem / questioning that interests you (2 pages)
- Why is this an important issue for companies/organizations? (2 pages)
- What scientific readings have you done on the subject? How did they help you build your thinking on the subject? (2-3 pages)
- Do you have an idea of how research could be built on the basis of the problem raised? If yes, how? (2 pages)
- Once your research is complete, who could benefit for the knowledge produced? (2 pages)

The following represent a non-exhaustive list of academic research databases

- www.scholar.google.com
- Social Science Research Network (<http://papers.ssrn.com>)
- DSpace@MIT (<http://dspace.mit.edu>)
- Knowledge @ Wharton (<http://knowledge.wharton.upenn.edu>)
- Knowledge @ INSEAD (<http://knowledge.insead.edu>)
- Dauphine database of publications (<http://basepub.dauphine.fr>)
- Academic associations and societies, like the Academy of Management (<http://aom.org>)
- [http://www.fnege.net/Liens_utiles_Ressources/22-FR-Associations scientifiques de gestion](http://www.fnege.net/Liens_utiles_Ressources/22-FR-Associations_scientifiques_de_gestion)
- http://www.bcg.com/expertise_impact/publications/
- http://www.mckinsey.com/insights/mckinsey_quarterly

The document must be 10 pages long, Times New Roman 12 point, single-spaced, with 1-inch margins

Declaration

To the best of my knowledge and belief the above particulars stated in or related to my application for EDBA program are true.

Date:

Signature of Applicant:

The tuition fees are €19,000 and \$13,000 payable as follows:

- € 12,000 when registering for the program.
- €7,000 and \$5,000 twelve months later.
- \$8,000 twelve months later.

A deposit of € 3,000 will be paid in fresh foreign currency when applying. This amount will be returned if the candidate is not selected.

In case that the EDBA dissertation is not completed and defended at the end of the three years of the normal duration of the program, a fourth year could be granted with an additional tuition fee of € 3,500.