

DISSERTATION PROCESS GUIDE ATTACHMENTS

ATTACHMENT 2019/001: Duties and Responsibilities of the Dissertation Student Candidate (Dissertation Process Guide)

As the chief architect and author of the dissertation study, you as the student are ultimately responsible for executing the dissertation through all of its milestones including the completion of the final manuscript. The pre-dissertation faculty guide, dissertation guide, dissertation chair/committee and ABMTC staff are there to assist and support you. You must ensure that your final manuscript has been properly edited and follows all the expected conventions described in the Institutional Dissertation Handbook, Dissertation Process Guide, ABMTC Dissertation Checklist, the Catalog and related ABMTC regulations and guidelines. In addition, you are expected to:

1. Use the pre-dissertation faculty guide and/or the dissertation guide as one of two central points for guidance in refinement of your research topic and your research proposal/plan, data collection and analysis, development of early proofread drafts, etc..; the approval point for submitting of materials to the dissertation chair/committee is the dissertation guide; and the dissertation guide is one of the final gatekeepers in the submission of your final dissertation manuscript. Since pre-dissertation faculty guide and the dissertation guide play pivotal roles ,please be mindful to establish an harmoniously working relationship with your guides and dissertation chair/committee.
2. Use ABMTC technology to post and upload your pre-dissertation research proposal and dissertation manuscript work in Canvas, then you should schedule regular virtual meetings and discussions with the guides who in turn will schedule periodic virtual meetings with the dissertation chair/committee to discuss your pre-dissertation research proposal and the dissertation manuscript's milestones, milestones completion, In-Progress grading, etc...Be aware of and accountable to established timelines for the submission of your pre-dissertation research proposal and your dissertation manuscript submission. Please contact the guides and/or dissertation chair in the event of any significant extenuating circumstances which may interfere with your dissertation study completion.
3. Submit your own, original work and as appropriate to the conduct of research, properly cite the works of others that inform your dissertation study. You should be familiar with policies on academic dishonesty and plagiarism, etc., Misconduct in these areas is treated seriously and can result in a range of penalties up to and including academic dismissal.
4. Be Familiar with and if applicable obtain and maintain Human Subjects research approval from ABMTC Institutional Research Board (IRB).
5. Be intimately familiar with materials found in the Dissertation Handbook, Dissertation Process Guide, the Catalog and related core documents that describe what is expected in a dissertation study and manuscript including ABMTC conventions.

6. Recognize that doing and writing a pre-dissertation research proposal as well as producing the required scholarly dissertation manuscript is an iterative process between and among you, the guides and the dissertation chair/committee. As such, you are expected to be responsive to feedback provided in a timely manner if you are to expect the same from the guides, chair/committee. Usually appropriately 5 to 10 days unless there are extensive drafts, etc., You need to also be respectful of the fact that the guides, chair and committee members have many other duties pressing on their time. Thus realistic expectations around holidays and vacation times as well as busy periods (such as the start and end of the Terms) are necessary. Always maintain a respectful and professional attitude.

Attachment 2019/002 Duties and Responsibilities of the Pre-Dissertation Faculty Guide and the Dissertation Guide (Dissertation Process Guide)

The culminating experience of the DBA degree program at ABMTC is the completion of the dissertation manuscript and the awarding of the doctorate in Business Administration. While the intent and content of the dissertation varies by program areas and/or institution, its supervision is universally handled by faculty comprising the dissertation committee. At ABMTC, there are some subtle and important differences. Those differences include the use of a pre-dissertation faculty guide who plays a pivotal role in guiding and working with the DBA student candidate on improving and fine-tuning his/her pre-dissertation research proposal prior to its submission to the dissertation committee. Then there is the 3 member dissertation committee consisting of a dissertation chair, a dissertation guide and an outside member.. At ABMTC, the dissertation guide plays a pivotal role in the entire dissertation process ranging from serving as the gatekeeper to guiding the DBA student candidate in the writing of the dissertation manuscript and its defense. An equally important role is serving as a liaison between and among the DBA student candidate, the dissertation committee and the ABMTC administration as well as being a member of the dissertation committee. Specifically, the dissertation guide shall be an India-based recognized business administration professor with direct experience in guiding and directing successful dissertation students. The dissertation student should find his/her guide interested, available, critical, supportive, inspiring and encouraging. The duties and responsibilities of the faculty and/or dissertation guide include:

1. providing timely and thorough guidance to the DBA student on the various elements necessary for planning and executing of the dissertation study by working with and guiding the DBA student in the refinement of his/her research topic and dissertation research proposal/plan and for submitting of the said document to the dissertation committee for its review, feedback and critical comments and for final approval. Please refer to the ABMTC Doctoral Dissertation Handbook and Dissertation Process Guide.
2. providing a framework and a timeframe within which the dissertation study and related academic and administrative work can take place by:

- a. Setting up a regular schedule of virtual meetings with the DBA student and with the dissertation chair to allow for interaction and information flow;
 - b. Ensuring that an appropriate timeframe and time table for the completion of each milestone of the dissertation manuscript is established and followed;
 - c. Reaching agreement with the student and the dissertation chair on milestones completion as indicators for measuring and submitting in-progress grading; and
 - d. Providing regular and prompt feedback on progress to the DBA student from the guide and the dissertation chair/committee (including written feedback on written work within 5 to 10 days unless the written work is extensive.
3. Providing academic and administrative guidance by:
- a. providing scholarly advice and directions:
 - b. ensuring that the DBA student is given timely advice and instructions about APA style requirements and about the mechanics of originality and scholarly writing and presentation and defense of a research proposal and the dissertation study;
 - c. ensuring compliance with any legal, professional, ethical or safety guidelines associated with the dissertation study. Please be mindful of and familiarization with the Dissertation Process Guide, Dissertation Handbook, Human Subjects Participants Rights, etc.; and
 - d. helping the DBA student make contacts with other scholars in his specialty/field, encouraging the student to participate in seminars and doing conference presentations as well as helping the dissertation candidate publish his/her study etc...
4. Providing support and arranging the Dissertation candidate's defense of his/her dissertation study by:
- a. preparing the candidate with the mechanics of dissertation defense;
 - b. ensuring that issues related to copyright, originality of the dissertation candidate Manuscript and compliance with ABMTC Dissertation Handbook and Dissertation Process Guide are adhered to and followed;
 - c. convening the dissertation committee for the final viva voce defense;
 - d. ensuring that the Report of the final viva voce is duly signed by all three members of the dissertation committee;
 - e. submitting of a letter of completion confirming that all comments by the members of the dissertation committee have been incorporated by the dissertation candidate;
 - f. ensuring that three hard copies, a one page abstract along with a soft copy are submitted to the Chief Academic Officer or designee; and
 - g. ensuring a Demand draft dissertation evaluation, publication and processing fee of.....dollars is submitted to the Office of the Registrar. ABMTC will specify paper stock, colour, binding format and general look of the final printed Dissertation ...
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ATTACHMENT 2019/003 Duties and Responsibilities of the Dissertation Committee Chair and Member (Dissertation Process Guide)

The Dissertation Chair, who is American-based, will be selected on the basis of content expertise and/or subject matter expertise and experience in working with and has a known record of successful guiding dissertation student candidates. The Chair has the overall responsibilities for guiding the student candidate to produce a doctoral level, original scholarship in the proposed topic area. The Chair must be a recognized professor who has the experience and know-how to lead and guide the dissertation committee. The dissertation is the hardest part of any doctoral program because it forces the dissertation student candidate to leave his/ her comfort zone and embark on what many will call a voyage of self-discovery. At the center of the student candidate's experience is the dissertation chair who wears a number of hats. A great Chair is one that has the ability to assume a role appropriate for the situation. Most of the roles and responsibilities a dissertation chair plays fall into four categories as follow:

1. **The Advocate...**as an advocate, the dissertation chair is a champion of the student's cause. Since the dissertation is a social process and there are people and circumstances pushing the student off track, the chair protects and advocates on behalf of the student to keep him/ her on-track, motivated and in-tuned with the original goals set forth in the approved dissertation proposal.
2. **The Manager...**as a manager and facilitator of people and processes, the dissertation chair keeps track of mistakes, set realistic timelines, charts progress via the milestones completion and In-Progress grading and engages in harmoniously transactional relationships in initiating and following a clear path from start to finish in assisting and guiding the dissertation guide, members and especially the student candidate to producing his/her dissertation study and manuscript.
3. **The Leader...**as a leader, the dissertation chair knows the difference between being a manager and being a leader as the situation dictates. There is a fine line between managers and leaders, but the difference lies in how the chair motivates the student to do his/her best. Whereas the manager initiates structure and drives within it, the leader inspires the student candidate through intellectual simulation and practical help and guidance as the situation dictates.
As a leader, the chair initiates and oversee major and required transactional tasks and activities aimed at keeping the dissertation process moving towards a successful outcome.
4. **The Judge...**a dissertation chair is a judge, a gatekeeper who ensures that the student candidate meets personal, institutional and universal standards in adhering to, following and achieving high levels of data collection and analysis, ethical quality in research and scholarly writing. As a judge, the dissertation chair ensures that the student's professional behaviors and dissertation outcomes are those befitting someone who will soon be regarded as an independent thinker and creator of knowledge.

The Roles of the Dissertation Committee Member

All members of the dissertation committee share the roles and responsibilities of ensuring that the student candidate produce a high-quality manuscript and scholarship. Committee members are responsible for critical reading manuscripts within the agreed-upon minimum 5-10 days time frame, suggesting substantive editorial changes, and providing rationale for their support and critiques. The committee member's roles and responsibilities include:

1. Advise via the dissertation chair and guide, the student candidate from the dissertation proposal stage through the final defense of the dissertation;
2. provide subject matter expertise as requested by the chair and guide;
3. critical read proofread drafts and provide meaningful feedback at appropriate milestone stages
4. guide via the dissertation chair and guide the student candidate in the selection of methods/procedures for data collection and analysis;
5. correspond via the dissertation chair and guide with the student candidate as needed for clarification/ resolution of methodological issues during the dissertation process.