Notes for applicants

Henley MSc in Business and Management Research followed by Doctor of Business Administration (DBA)

Thank you for your enquiry concerning admission to the above programme of the Henley Business School, University of Reading. Please read carefully the following notes together with the appropriate sections of any programme information that you have received.

### Programme

Please note when selecting the programme you wish to apply for that the MSc in Business and Management Research is the required first stage of the DBA programme. Applications for direct entry to the DBA will only be considered from candidates who have already completed a research Master’s degree such as an MRes or MPhil. An MBA does not provide exemption from the MSc stage of the programme.

### Personal Details

Please provide your names as they are shown in your passport. Please use only these names in all future correspondence.

Please provide information on your nationality, country of birth and country of permanent residence.

**Ethnic Origin (UK and EU applicants only)**
The University is required to report certain pieces of information for statistical purposes. This information will not affect any decision on your application. Please indicate your ethnic origin using one of the terms from the drop-down list.

Please provide your home and contact address details.

### Academic Qualifications

Please provide information on your academic (particularly) higher education qualifications. You will need to supply certified copies of certificates and/or transcripts confirming your qualifications (A certified copy means a photocopy that has been signed and dated by a witness to say that it is a true copy of the original). If your higher education was taken outside of the UK please also provide English translations of your transcript(s) and certificate(s) if applicable.

### Disability

If you have a disability, please do give details. Henley needs to know the nature of your disability if it is to provide you with the best possible support. The information you provide will not affect the academic judgements about your suitability for the programme.

### Professional Qualifications

Please provide information on any professional qualifications that you hold, especially if these are in place of any Higher Education qualifications.

### Current Employment

Please provide information on your current employment, including a brief statement on your current duties and responsibilities along with what you feel has been your major achievement in the role. Please indicate if you are not currently in employment.

### Experience

Please provide details of your experience of research, consultancy, developing/managing others and of working in an international context.

### Research Outline

Please state your intended area of research and attach a 4-5 page research outline written in appropriate academic style. Please ensure that you read the notes on preparing your research outline available on the Henley website and included at the end of this document. You may also find it helpful to review the Topics that we are happy to consider applications under: (http://www.henley.ac.uk/postgraduate-research/course/doctor-of-business-administration-research-topics/)

### Personal Statement

Please tell us how you will benefit from the programme you have applied for and state your career objectives. Please include information on your strengths and weaknesses.

### References

Please provide the details of one academic and one business referee. Where you have been away from academic study for some time, two business referees will be accepted.

Please note that Henley will not accept references from Henley staff or staff of partner offices, immediate family including relations by marriage, parents, brothers, sisters, uncles, aunts or childhood friends. Also, peers who are applying for the same intake to a programme cannot supply a reference for each other.

### Funding

Please provide any information about funding you have in place for the programme.

### International Applicants

If English is not your first language it may be necessary for you to hold one of the recognised English Tests. Information on acceptable tests, along with score
equivalences, can be found on http://www.reading.ac.uk/ad-Englishtests.aspx). If you have taken an English Language Test, please provide details in the English Language section. If you have not taken a test and we require you to have done so, we will include this as part of any conditions you must meet if you are successful in receiving an offer of a place.

Supporting Documents

For all applicants
Please provide the following supporting documents:

• Curriculum Vitae.
• Research outline – see notes below.
• Certified copies of your degree certificate or higher Education certificate and transcript (along with English translations if applicable)
• Results of any English Language Test (if applicable).

For those applying for direct entry to the DBA (please see the Programme note above)

• Research Master’s dissertation written in English (only for those applying directly for entry onto the DBA)

Please note that any missing items or an incomplete application form may result in a delay with your application.
Preparing your research outline

You will need to include a short outline of your proposed research with your application to join the MSc/ Doctor of Business Administration Programme. The purpose of these notes is to give you some guidance as you prepare your outline.

The nature of doctoral research in business and management
Research undertaken as part of a DBA programme seeks to achieve both rigour and relevance and a contribution to both theory and to practice.

The proposed area of research needs to be grounded in the relevant business and management literature and the proposed research needs to make a contribution to that literature: for example by closing a gap in the literature or by extending existing theory to new areas.

In addition, research undertaken for a DBA must be relevant to practising managers and to organisations. This means that the topic researched should be grounded in a problem faced by managers and organisations and that the results of the research should make a contribution to improving existing practice.

DBA research may fall within a specific subject area within business or management, such as finance, marketing or leadership, for example, but often research topics in business and management may have an element of covering multi disciplines.

The research outline and the research proposal
The purpose of the research outline is twofold. Firstly it will enable Henley Business School to assess whether your proposed area of research will be suitable for study for a DBA. Secondly it will enable Henley to be sure that it could provide appropriate supervisory support to help you to complete your research.

At the same time the research outline will not be a fully worked-out proposal. The purpose of the MSc stage in the DBA Programme is to help you to refine your ideas for research and to develop your competences to undertake that research. Accordingly the Research Proposal is the final output of the MSc programme. You will undertake a number of assessments throughout the MSc, such as a literature review, a critique of a research methodology, data analysis assignments and a pilot study, to help you to develop the Research Proposal.

Format for the research outline
The research outline will be a written document of between 4 and 6 pages (A4), and 1200-1800 words in length, and should be written in an appropriate academic style.

It should address the following key areas:

1. **The research area and research question:**
   This section should identify what you want to research in terms of the research question, or questions, you will address. Where appropriate you may be able to state the hypotheses that you will seek to test but not all topics are amenable to the statement of hypotheses. You should seek to be as clear and as specific as possible in stating your research problem or question.

2. **Significant prior research**
   You are not expected to have completed a full literature review but you should mention major research and important theoretical contributions, themes or issues in the area. You should also reference key authors who have informed your current thinking or who have contributed to the understanding of the topic.

3. **The importance of the research for theory and practice**
   This section addresses the question of whether the research is worth doing. Accordingly you should indicate concisely why there is a need for the research both from the literature and from the perspective of organisations.

4. **Your interest in the topic**
   Any research undertaken at doctoral level will present a challenge and it is important that the research has a deep and enduring interest in the focus of the research. In addition a DBA programme seeks to develop the individual researcher as well as an understanding of the topic. Accordingly this section should briefly outline your motivation and interest in undertaking research in the area selected.

5. **Possible research approach or research methodology**
   This section relates to how the researcher proposes to approach the research. Although it is recognised that a detailed understanding of research methodology will be developed during the MSc, it is important to provide an indication of the intended methodology. For example, will a qualitative or quantitative methodology be appropriate, and will data be obtained using questionnaires, interviews, simulations, or existing data for example?

6. **The contribution you wish to make**
   In addition to showing that the research is important for theory and practice, doctoral research should make a contribution to that theory and practice. In terms of theory, this could be developing a new model to understand the relationships between variables or developing our understanding of a new phenomenon for example. With regard to practice, the contribution could be to improve processes in organisations or to develop techniques to help managers. If possible it would be helpful for you to outline what you think would be your contribution.

7. **Any other relevant information**
   Finally you should provide any other information you consider relevant to support your application relating to the research area.