



GMBS

GLOBAL MANAGEMENT
BUSINESS SCHOOL



Malta
Further & Higher
Education Authority

Study Regulations for Doctoral Studies

Article 1 Introductory Provisions

1. The doctoral study programme focuses on the acquisition of knowledge based on the current state of scientific knowledge and, in particular, on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or technology.
2. The standard length of study for the doctoral study programmes is three (3) academic years in full-time study, or four (4) academic years in the form of part-time study. The study period may not exceed its standard length by more than two (2) years.
3. Parts of the Study Regulations for bachelor's and master's degrees apply to the Study Regulations for doctoral studies (Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 12, 14, 16, 17, 20, 22, 23, 25)

Article 2 Programme Committee

1. Doctoral studies in a given field of study are monitored and evaluated by the Programme Committee established according to these Faculty Study Regulations.
2. The Programme Committee shall have at least three members. The members of the Programme Committee are the supervisor and co-supervisors of the respective study programme.
3. The members of the Programme Committee are appointed by the Rector on the proposal of the Study Programme Supervisor and after approval by the GMBS Scientific Council.
4. The members of the Programme Committee shall elect a chairman from among their members. The chairman of the Programme Committee is usually the supervisor and co-supervisors of the respective study programme.

Article 3 Responsibilities of the Programme Committee and its Chairperson

1. The Programme Committee discusses:
 - Proposals for supervisors for doctoral studies;
 - Proposals for dissertation thesis topics;
 - Individual study plans of doctoral students (hereinafter referred to as a "Study Plan");
 - Proposals for opponents of the written dissertation thesis for the examination and members of the Examination Board for dissertation thesis examination;
 - Proposals for opponents and members of the dissertation thesis defence committee.
2. The chairman of the Program Committee submits the following to the Rector for approval or appointment:
 - Proposals for supervisors for doctoral studies;
 - Proposals for dissertation thesis topics, including supervisors;

- Proposals for members of the admissions committee for doctoral studies, including the content of the entrance examination;
- Proposals for opponents of the written dissertation thesis for the examination and members of the Examination Board for the dissertation thesis examination, including a proposal for the place and time of the examination;
- Proposals for opponents and members of the dissertation thesis defence committee, including a proposal for the time of the dissertation defence.

3. The chairman of the Programme Committee:

- Approves, on the proposal of the supervisor and with the approval of the Programme Committee, the doctoral student's Study Plan and any changes;
- Organises the dissertation thesis examination and defence;
- Has the right to control the course and administration of doctoral studies provided by the Study Department of the Rectorate and is the main advisory body to the Rector in resolving disputes arising related to doctoral studies in a given field of study.

4. The Programme Committee is governed by the Rules of Procedure, which are approved by the Rector on the proposal of the chairman of the relevant Programme Committee.

Article 4 Supervisor

1. A university lecturer with an academic degree from a recognised university at MQF/EQF 8 level with relevant teaching and/or professional experience, or an eminent expert from practice with at least a degree from a recognised university at MQF/EQF 8 level, may act as a supervisor for a given doctoral study programme.
2. A supervisor:
 - Proposes dissertation topics, usually with an indication of the project, within which the doctoral student may carry out research, development or other creative activities;
 - Draws up the doctoral student's Study Plan and submits it to the Programme Committee for approval;
 - Manages and professionally guides the doctoral student during their doctoral studies;
 - Expresses his/her opinion on the doctoral student's request for any interruption to their studies, a change to another form of study on the basis of the doctoral student's annual evaluation or for other reasons; submits to the Rector a proposal for the continuation of studies or the exclusion of the doctoral student from doctoral studies;
 - Submits to the chairman of the Programme Committee a proposal for the opponent of the written dissertation thesis for the examination and at least two opponents for the dissertation thesis;
 - Prepares the supervisor's opinion on the written dissertation thesis for the examination, as well as on the dissertation thesis;
 - Participates in the examination of the doctoral student and in the defence of his/her dissertation thesis.

3. If the doctoral study supervisor is unable to fulfil his/her duties, for example due to long-term absence, termination of employment or other serious reasons, the Rector shall appoint another supervisor for the doctoral student on the proposal of the chairman of the Programme Committee.

Article 5 Organisation of Doctoral Studies

1. Study is conducted according to the student's Study Plan under the guidance of the supervisor.

Article 6 Study Plan

1. The monitoring of the fulfilment of the Study Plan is the subject of the doctoral student's annual evaluation according to Article 7.
2. The results of a doctoral student's studies are recorded through a credit system. The doctoral student earns credits during his/her studies according to the approved Study Plan.
3. The prerequisite for the proper completion of studies is the acquisition of 180 credits.
4. Credits earned for specific activities in the dissemination and application of the results of science and technology in practice may also be included among teaching activities. The award of credits is decided by the chairman of the Programme Committee on the proposal of the supervisor.
5. Doctoral students are subject to the provisions of Article 24 of the Study Regulations for Bachelor's and Master's Studies.

Article 7 Annual Evaluation of the Doctoral student

1. The role of the annual evaluation of the doctoral student is to check whether their study is being carried out according to the approved Study Plan. Continuous acquisition of credits for individual activities is checked. Part of the doctoral student's continuous evaluation is also a check of the justification and realistic fulfilment of the doctoral student's aims and objectives of the Study Plan for the next academic year.
2. The doctoral student's annual evaluation takes place before the doctoral student's annual evaluation committee (hereinafter referred to as the "Evaluation Committee"), which is composed of at least three members and consists of a chairman, who is the chairman of the Programme Committee, the supervisor and another member of the Programme Committee. The head of the department to which the doctoral student is assigned is also invited to the meeting of the Evaluation Committee.
3. At the meeting of the Evaluation Committee, the doctoral student, with the consent of the supervisor, shall submit
 - a statement of doctoral studies for the entire course of study at the date of the annual evaluation, drawn up in the prescribed form;
 - The approved Study Plan, in which he/she indicates the completion of the tasks set for the past academic year (doctoral student at the end of the first year of study) or previous academic years (doctoral students in higher years of study), and specifies the tasks and activities he/she plans to carry out in the following academic year;

- A list of publications and responses. The publication activity of the doctoral student must include an affiliation to the GMBS department that conducts the given study programme.

4. The doctoral student shall submit the documents for the annual evaluation pursuant to Paragraph 3 to the Study Department of the Rectorate within the specified time limit. The annual evaluation shall take place on a date to be determined by the chairman of the Evaluation Committee. Based on the results of the doctoral student's studies, the Evaluation Committee will clearly state whether or not it recommends that the doctoral student continue his/her studies in the next academic year. In the event of a negative opinion, they shall state the reasons for its decision.

5. Failure to complete the annual evaluation in the academic year is considered a failure to meet the conditions of study and is grounds for termination of the doctoral student's studies.

Article 8 Examination

1. The content of the examination also includes the defence of the written dissertation thesis to the examination.
2. Through the examination and the defence of the written dissertation thesis for the examination, the doctoral student must demonstrate that he/she has profound knowledge in the relevant field of research, is capable of independently acquiring and presenting new knowledge of science and practice, and is able to apply the acquired knowledge in a creative way in practice and research.
3. The written dissertation thesis for the examination consists of the objectives of the dissertation thesis, including the theoretical foundations of its future solution, the current state of knowledge on the topic, including a literature review, and an analysis of the methodological approach to solving the problem. In the dissertation thesis, the doctoral student also indicates the progress of the dissertation thesis and the results of research, development and other creative activities obtained during their doctoral studies.
4. The written dissertation thesis for the examination is usually divided into the following parts:
 - Introduction
 - The present state of the problem at home and abroad
 - Objectives of the dissertation thesis
 - Methodology of work and research methods
 - Results of the dissertation thesis
 - Discussion and conclusions
 - The written dissertation thesis for the examination shall be prepared in the English language. Upon a duly submitted request, the Rector may decide that the dissertation thesis and its defence may be conducted in a language other than English. The official record of the examination shall, however, always be prepared in the English language.
5. Doctoral students must apply for the examination within eighteen (18) months of the start of their studies.
6. Before the examination, the chairman of the Programme Committee shall evaluate whether the written dissertation thesis for the examination corresponds in content and form to the requirements of the examination, and recommend it for defence. He/she submits to the Rector a proposal for conducting the dissertation examination, which includes an opinion on the doctoral student's fulfilment of the Study Plan, a proposal of the opponent, a proposal of

The members of the Examination Board, and the date of the examination.

7. The supervisor is also a member of the Examination Board. The Examination Board must have at least four members.

8. In the event that a doctoral student fails the examination, it may be repeated after two months at the earliest and may be repeated once. After "failing" repeated evaluation of the examination, the Rector excludes the student from further studies.

9. If a doctoral student is unable to attend the examination on the appointed date, he/she must submit their reasons in advance to the chairman of the Examination Board, who will set an alternative date for the examination. If a doctoral student fails to attend the examination without a serious cause, this shall have the same consequences as if he/she had failed the examination.

10. The examination is required to be taken no later than by the end of the second year of study. Failure to take the examination within the prescribed time limit constitutes grounds for termination of the individual's studies by expulsion for failure to meet the requirements of the Study Plan and the Study Regulations of the higher education institution.

Article 9 Dissertation Thesis

1. Doctoral studies shall end with the defence of the dissertation thesis. It demonstrates the doctoral student's ability and readiness for independent scientific and creative activity in the field of research or development. The dissertation thesis shall be prepared in the English language. Upon a duly submitted request, the Rector may decide that the dissertation thesis and its defence may be conducted in a language other than English. The official record of the examination shall, however, always be prepared in the English language.
2. The doctoral student submits the application for permission to defend the doctoral dissertation thesis to the Rector after the prescribed conditions have been fulfilled. The application shall be submitted well in advance, but at the latest three (3) months before the date of completion of the expected length of the studies, so that the defence of the dissertation thesis can take place at the latest on the date of completion of the expected length of the studies.
3. The doctoral student shall simultaneously submit with the application for defence to the Rector:
 - The dissertation thesis
 - Professional CV;
 - The list of published papers with full bibliographical data
 - The list of citations for publications
 - The list of projects in which he/she was a principal researcher or co-researcher
 - If, after an unsuccessful defence, the doctoral student submits a new dissertation thesis in the same study programme, a justification of the differences between the original and the submitted dissertation thesis.
5. The doctoral student may also submit as the dissertation thesis their own published work or a set of own published scientific works that elaborate on the topic of the dissertation thesis. If the doctoral student submits a number of their own publications, he/she shall supplement this with a detailed introduction to indicate the current state of the knowledge in the relevant field.
6. The supervisor prepares an assessment, which includes in particular an evaluation of the

doctoral student's contribution to the acquisition of new knowledge in science, the possibilities for its use, and the doctoral student's working characteristics. In the conclusion, he/she shall give an overall evaluation of the dissertation thesis with a grade and clearly state whether or not he/she proposes the award of an academic degree on the basis of the successful defence of the submitted dissertation thesis and the results of the doctoral student's work.

Article 10 Preparation of Dissertation Thesis Defence

1. Upon receipt of the application for permission to defend the dissertation thesis, the Rector submits the doctoral student's application together with the dissertation thesis and other attachments to the chairman of the Programme Committee.
2. The chairman of the Programme Committee will state in writing whether the dissertation thesis meets the requirements in terms of its level and form and whether he/she recommends it for defence. If the opinion of the chairman of the Programme Committee is positive, he/she shall simultaneously propose to the Rector the composition of the Examination Board and at least two opponents. When proposing opponents, the chairman of the Programme Committee may base the proposal on the supervisor's proposal.
3. Members of the Examination Board may be lecturers with an academic degree at EQF/MQF level 8 and the relevant teaching and/or professional experience. The chairman of the Examination Board is usually the supervisor and co-supervisors of the respective study programme. The supervisor is also a member of the Examination Board. The Examination Board must have at least four members.
4. If the chairman of the Programme Committee finds that the doctoral student's application for permission to defend the dissertation thesis or the dissertation thesis and annexes thereto does not meet the required requirements, he/she shall, through the Study Department of the Rectorate, invite the doctoral student to remedy the deficiencies within a specified period of time.
5. The doctoral student may withdraw the submitted dissertation thesis and the application for permission to defend it until the Rector has invited in writing the members of the Examination Board, the opponents, the supervisor, and the doctoral student to the defence. In such a case, the Rector will decide on the further course of action, as well as on the resolution of any disputed issues.
6. After receiving a positive opinion from the chairman of the Programme Committee, the Rector appoints the chairman of the Examination Board, at least four other members and at least two opponents, from among the persons authorised to examine. The dissertation thesis will be sent to the appointed opponents together with a request for their opinion.
7. The opponent shall submit his/her written opinion to the Rector and return the dissertation thesis no later than thirty (30) days after its receipt. If the opponent is unable to prepare an opinion, he/she shall notify the Rector within fourteen (14) days from the date of receipt of his/her appointment. If the opponent fails to submit his/her opinion within the specified time limit, the Rector shall appoint a new opponent.
8. The dissertation thesis defence can be held even in the case of one negative opinion. If there are more negative opinions, the defence can only take place after the deficiencies mentioned

in the opinions have been eliminated and the dissertation thesis has been reassessed by the designated opponents.

9. Upon receipt of all opinions from the opponents, the Rector shall immediately forward the doctoral student's application for the defence of the dissertation thesis together with all the requisites, including the opinions of the opponents, to the chairman of the Examination Board.
10. The Rector sets the time of the defence upon the proposal of the chairman of the Examination Board. The Rector invites in writing the participants - members of the Examination Board, opponents, supervisor and doctoral student - to the defence.

Article 11 Dissertation Thesis Defence

1. The defence takes place in the form of a scientific debate between the doctoral student, opponents, members of the Examination Board and other participants of the defence on the knowledge gained and the contribution of the dissertation thesis. During the dissertation thesis defence, the justification and credibility of the conclusions and proposals contained in the dissertation thesis are also examined.
2. The defence of the dissertation thesis is conducted by the chairman of the Examination Board. In an exceptional case, he/she may entrust another member of the Examination Board with the conduct of the defence. Neither the opponent nor the supervisor can be the chairman of the Board.
3. The procedure for defending the dissertation thesis:
 - The chairman of the Examination Board shall briefly outline the curriculum vitae of the doctoral student, state the topic of the dissertation thesis, essential information from the supervisor's opinion and any written opinion from the head of the doctoral student's department, and give an overview of the doctoral student's scientific or creative works and the responses to them;
 - The doctoral student briefly states the content of the dissertation thesis, the concept, results and contribution thereof;
 - The opponents shall present the essential parts of their opinions; in the absence of an opponent, the chairman or a member of the Examination Board authorised by him/her shall read his/her opinion in full;
 - The doctoral student takes a position on the opinions of the opponents, comments on all raised objections and comments, and answers their questions;
 - The chairman of the Examination Board shall inform the attendees of other opinions and statements and open a discussion, in which all attendees may participate; the discussion shall verify the correctness, justification, scientific originality and relevance of the knowledge contained in the dissertation thesis;
 - The doctoral student shall answer all questions raised during the discussion.
4. After the defence, a closed meeting of the Examination Board is held, which is attended by its members, including the opponents and the supervisor. At the closed session, the course and result of the defence and the possibility of using the results of the dissertation thesis in

practice will be evaluated. The members of the Examination Board will decide on the evaluation of the dissertation thesis defence with a grade.

5. The chairman of the Examination Board announces the result of the dissertation thesis defence at its meeting.

6. Minutes of the dissertation thesis defence and its outcome shall be drawn up. The minutes shall be signed by the chairman and all the members of the examination board present.

7. The chairman of the Examination Board submits the minutes of the dissertation thesis defence and its result and the doctoral student's file to the Rector within fifteen (15) days from the date of the defence.

8. The doctoral student, whose defence of his/her dissertation thesis or his/her unexcused absence from the defence has been graded FX by the Examination Board, may reapply for permission to defend his/her dissertation thesis in the same study programme at the earliest one year after the date on which his/her dissertation thesis defence took place or was due to take place. The dissertation thesis defence may be repeated only once.

Article 12 Completion and Interruption of Doctoral Studies

1. Doctoral studies shall be duly completed by the completion of studies according to the relevant study programme and the defence of the dissertation thesis according to Article 1 (5).

2. In addition to the regular completion of studies, the studies shall be terminated by

- Dropping out of studies;
- Failure to complete studies by the deadline;
- Expulsion from studies for failure to meet the requirements of the study programme of the doctoral student and the GMBS Study Regulations;
- Expulsion from studies on the basis of the Code of Ethics;
- Cancellation of the study programme if the student does not accept the offer of the higher education institution to continue studying in another study programme;
- Death of a student.

3. Doctoral studies may be interrupted at the request of the student in justified cases. The reason for interrupting studies may be, for example, a study stay that is not part of the Study Plan, the health, family and other serious reasons of the doctoral student.

4. Interruptions of studies are generally authorised by the Rector for full months. During an interruption of studies, the doctoral student is not entitled to any scholarship.

5. The supervisor and the chairman of the Programme Committee shall comment on the application for interruption of studies supported by appropriate documentation (medical report, acceptance letter from the university or research institute where the study stay will take place).

Article 13 Recording Data in the Academic Information System

1. The following are compulsorily recorded in the academic information system of the higher education institution:

- Details of the admission procedure referred to in Article 5;
- Information on the courses taken as part of the doctoral student's study activities;
- Data on the number of credits earned for each academic year;
- The written dissertation thesis for the examination, including the supervisor's and opponent's opinions;
- Details of the examination and the defence of the written dissertation thesis for the examination according to Article 8;
- Dissertation thesis, including the supervisor's and opponents' opinions;
- Data on the defence of the dissertation thesis according to the Article 11;
- Data on the completion of studies.

