

DOCTORAL PROGRAMS IN BUSINESS ADMINISTRATION

THE UNIVERSITY OF TEXAS AT ARLINGTON
COLLEGE OF BUSINESS
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THE COLLEGE OF BUSINESS

The UTA College of Business has earned a reputation for having a strong faculty that offers high quality graduate programs. As a result of these and other quality considerations, the College of Business is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB). The college received AACSB accreditation for its undergraduate program in 1969 and for its MBA in 1973.

The College of Business programs are offered in the Business building. The building is a modern six-story office tower with an adjoining three-story educational wing. These facilities enable the college to deliver high quality professional education to over 4,000 undergraduate students, approximately 1,500 Master's students and over 80 PhD. students.

In addition to the broad curriculum offerings in the MBA program, the college offers several other graduate degree programs including a doctoral program in business administration. Ten specialty Master's programs are also offered.

The academic programs at the College of Business are supported by more than 100 full-time faculty members. Over 80 percent of these faculty members hold Ph.D. degrees.

The college's reputation for quality has yielded a considerable amount of external support. Currently endowments amount to over \$25 million. This generous external support has enabled the College to establish a number of Endowed Chairs and Professorships as well as to offer numerous scholarships for its students.

Other external funds are used for programs that consistent with the College's education mission. Included among these programs are the Goolsby Leadership Academy and Business Week.

The College of Business has four computer labs: One OIT lab houses 49 Windows-based networked PCs, 3 black and white printers, and 1 color printer for student use. One OIIR classroom/lab houses 72 and another lab houses 65 Windows-based networked PCs for student use with specialized software for class assignments. Each contains a multi-media set of equipment for instructional use. On additional lab houses 14 Windows-based PCs for use by students in the MSMR program. All COB classrooms have sets of multimedia equipment, and there is wireless internet access in all classrooms and study/lobby areas on floors one through three.

GENERAL ADMISSIONS CRITERIA

Admission to the Program is competitive and the attainment of a specific set of minimum qualifications does not assure admission. Instead, admission is granted to candidates deemed to be most qualified to achieve success. In general, all applicants must:

- A. Hold a baccalaureate degree from an accredited college or university with a satisfactory grade point average.
- B. Have completed a master's degree or at least 30 semester credit hours of graduate level work with a satisfactory grade point average.
- C. Have an acceptable score on the Graduate Management Admission Test or the Graduate Record Exam.
- D. Applicants whose native language is not English must submit an acceptable TOEFL, TSE or IELTS score if he or she does not hold a bachelor's or master's degree from an accredited U.S. institution.
- E. Provide three letters of recommendation.
- F. Provide a statement indicating the application's chief academic interests, strengths and limitations, reasons for selecting their major field, and for choosing The University of Texas at Arlington.

GRADUATE ASSISTANTSHIPS

1. GENERAL INFORMATION

Graduate Teaching Assistantships are funded through state appropriations and federal, state, local and private grants for at least three principal reasons. First, the employment of graduate students in teaching and in research positions during their graduate education encourages and supports their participation in these two major functions of a University and thereby strengthens the quality of the students' educational experience. Second, assistantships provide direct financial support to those outstanding students who are essential to the development of quality graduate programs. Third, graduate students provide valuable and necessary services to the University in their roles as teaching and research assistants.

In order to assure the appointment of the most highly qualified students available to the positions of Graduate Teaching Assistant, and in order to best realize the principal objectives for which Graduate Assistants are employed, UTA has adopted the following policies and regulations, and all provisions apply to Graduate Assistantships. UTA supports the "Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants" of the Council of Graduate Schools in the United States. A copy of the resolution and list of signatory institutions is available in the Office of the Dean of the Graduate School. A student must have an unconditional admission status in order to be eligible to hold a Graduate Assistantship.

There are multiple levels of graduate assistantships which provide varying levels of financial support. Higher levels of support are competitive, and generally require an undergraduate GPA of at least 3.25 and additional selection criteria.

2. CONTINUATION OR RENEWAL OF APPOINTMENT

Although a student may be appointed to a Graduate Assistantship for a full academic year initially, continuation of the appointment beyond the first semester is subject to the following conditions:

- A. The student must be in good standing in the University. A student on academic probation is not in good standing and therefore, is not eligible to hold an assistantship. A one semester exception may be requested by submitting a petition to the Office of Graduate Studies.
- B. The student must be progressing toward an advanced degree in a satisfactory manner.
- C. The student must have performed assigned assistantship duties satisfactorily in the preceding semester(s) as determined by the department in which the assistantship is held.

Renewal of graduate assistantships is also subject to the above conditions. Graduate assistantships are limited to a maximum of four years.

A small stipend increase usually occurs when a student completes all coursework as indicated on their approved Program of Study and again when all comprehensive exams have been passed.

3. TUITION RATES FOR STUDENTS WITH AN ASSISTANTSHIP

Graduate Teaching Assistants employed at least 20 hours per week in positions related to their degree programs are entitled to Texas resident tuition rates. Eligibility for the resident rate must be certified by the Dean of the College in which the assistantship is held prior to registration; otherwise full tuition will be assessed.

Non-resident or international students holding less than full assistantships (20 hours per week) i.e. one-half (10 hours per week) or one-quarter (five hours per week) are not eligible for Texas resident rates.

4. COURSE LOAD FOR STUDENTS WITH AN ASSISTANTSHIP

Graduate Teaching Assistants must register for and complete a minimum of 9 semester hours per semester. The minimum semester registration limit may be reduced to six semester hours for students who have completed all coursework and comprehensive exams, are registered for thesis or dissertation only, and have filed an approved Program of Study. The final semester, when the dissertation is defended, students may enroll in either BSAD 7399 (one time only) or BSAD

6699. A load of more than 12 semester hours must be approved in advance by the Ph.D. Program Director.

5. PROFESSIONAL DEVELOPMENT

All College of Business PhD students with a teaching assistantship funded by the University of Texas at Arlington or the College of Business are **required** to attend a workshop on Lecturing (usually held in November) and a Teaching Tools workshop during the summer intercession in May. These opportunities are open to any Ph.D. student in the College of Business. The purpose of the Lecturing Workshop and the Teaching Effectiveness Workshop is to prepare students to excel in teaching their subject matter. Established teachers with evidence of good to excellent teaching performance may petition to be excused from this requirement.

BOOT CAMP

All incoming Ph.D. students are required to attend the Ph.D. Boot Camp which takes place the week prior to the fall semester. Boot Camp will begin promptly at 9am on most days and conclude no later than 5pm. Topics covered may include, but are not limited to: College of Business Ph.D. orientation, Statistics (SPSS, SAS and/or Stata), Research, Library orientation, Human Resources orientation (for those with an assistantship), Health Services and Counseling Services, Campus Tour, Time Management, meetings with faculty and current students. Lunch will only be provided one day. Lunch breaks will be taken as a group to allow for networking with current students. Additionally, prior to attending Boot Camp, all students are required to enroll in a Statistics refresher tutorial and assessment. Information for this tutorial will be provided during the summer. All students are required to bring a 1.5” binder to Boot Camp.

Ph.D. PROGRAMS IN BUSINESS ADMINISTRATION

1. INTRODUCTION

The Programs for the Doctor of Philosophy in Business Administration degree of The University of Texas at Arlington are designed primarily to develop scholars with an ability to teach and conduct independent research in various areas of business. The programs prepare students for careers as creative teachers and researchers by providing thorough preparation in both theory and practice. The curriculum emphasizes and develops the rigorous analytical skills needed to make significant intellectual contributions in the field. Graduates of the program will assume significant roles in the world's educational and research institutions through the dissemination of knowledge in the classroom and the publication of research in journals and books and add significantly to the body of knowledge in their chosen fields.

2. FIELD OF STUDY

Coursework in the programs is offered in the following areas:

Accounting (Accounting, Taxation)

Finance (Banking and Finance, Business Economics, Business Statistics, Insurance and Risk Management, Investments and Securities, Real Estate)

Information Systems (Data Analytics, Management Information Systems)

Management (Strategic Management, Human Resources Management, Organizational Behavior, Organizational Theory, Entrepreneurship)

Management Sciences (Management Sciences, Operations Management)

Marketing (General Marketing, Marketing Management, Marketing Research)

All students must complete work in two fields: a major (dissertation) field and a research field. Courses in the major and research fields of study are chosen by the student with the assistance of the Graduate Advisor, Major Field Coordinator, and/or Supervisory Committee Chair (Section 4 discusses the Supervisory Committee).

3. STEPS IN THE PhD. PROGRAM

Progress through the program constitutes the following steps:

Coursework

- Confer with Major Field Coordinator
- Pass first-year Diagnostic Evaluation (DS-PRO) and subsequent Annual Evaluation
- Select Supervisory Committee and gain approval of Program of Study
- Complete coursework

Comprehensive Examinations

- Request and pass written comprehensive exam in major field and written qualifying exam in research field
- Request and pass oral comprehensive exam
- Submit Comprehensive Examination Report to Graduate School

Dissertation

- Select Dissertation Committee
- Prepare and present dissertation proposal
- Write dissertation
- Apply for graduation
- Defend dissertation and submit to Graduate School

4. SELECTION OF A SUPERVISORY COMMITTEE

At the end of the first year (18 hours), the student, in consultation with the Major Field Coordinator will select a Supervisory Committee consisting of at least two members from the student's major field, one member from the research field, and one member from outside the major field of study. The Chair of the Supervisory Committee must be a full member of the Graduate Faculty and a member of the student's major field. Other Supervisory Committee members must be members or associate members of the Graduate Faculty. The role of the Supervisory Committee is to approve the student's Program of Study and oversee his/her progress through completion of the comprehensive examinations.

Membership of a student's Supervisory Committee may be changed upon approval of the Chair of the Supervisory Committee, the Major Field Coordinator and the Ph.D. Program Director. The student's Supervisory Committee is dissolved when he/she passes the oral comprehensive examination.

5. SELECTION OF MAJOR FIELD OF STUDY

- A. A student must complete coursework in a major field of study.
- B. The coursework required will be approved by the student's Supervisory Committee and the Ph.D. Program Director. The appropriate Major Field Coordinators must approve and sign the student's Program of Study (see Section 9) to document that the field requirements have been met. See Appendix for course requirements.
- C. If a student wants to change a major field, he/she must submit a Change of Program Form. The form must be approved by the Major Field Coordinator for the student's proposed major field and the Ph.D. Program Director.

6. THE RESEARCH FIELD

- A. The research field consists of 12 hours of approved coursework. The research field is designed to provide students with a mastery of research philosophy, design and methodology. Major issues addressed by the research field courses include: philosophy of science; theory development and typologies; experimental and quasi-experimental design; survey design; sampling; measurement and scaling; descriptive and inferential statistics, including regression, multivariate statistics, and structured equation modeling; evaluation research; the use of data analytics; and computer applications.

- B. The research field is designed from the core research courses listed in the appendix. Occasionally, as appropriate, the Major Field Coordinator and Ph.D. Program Director may approve specialized research substitute courses.
- C. Faculty members of each major field are responsible for coordinating the student's research field qualifying examination. Faculty members from other field areas may be invited to participate in evaluating the student's competence in the research field, as appropriate.
- D. Courses taken to meet a student's research field requirement may not be counted toward meeting the requirements of a major field.

7. THE BUSINESS FOUNDATION

- A. The Business Foundation lays the groundwork for the advanced courses in the program. It includes an integrative cross-section of business fields. Up to 12 hours of business foundation courses are required for someone without a master's degree in business, or the equivalent in behavioral science and economics (intermediate equivalent) and two graduate-level preparation courses or equivalent in accounting, finance, information systems, management sciences, marketing and organizational behavior. The Business Foundation requirements normally can be fulfilled by taking courses from the MBA Foundation Program and any required deficiency courses.
- B. Rules regarding the Business Foundation are:

Courses taken at AACSB-accredited (or equivalent) schools – grades of A or B may be waived with approval from field coordinator, PhD director and Graduate School. Courses taken at non-AACSB-accredited schools are evaluated on an individual basis. Courses taken over ten years before enrollment generally will not be accepted. Students must achieve a GPA of at least 3.25 in the Business Foundation courses taken at AACSB-accredited (or equivalent) schools. Substitute courses from an approved list of advanced courses can be used to compute the GPA. Business Foundation courses should generally be taken during the first year and must be completed before sitting for any comprehensive exam. A candidate must demonstrate competence in the Business Foundation through successful completion of a diagnostic and/or annual performance evaluation (see Section 8). The form of the evaluation is a matter to be decided by the Chair of the student's Supervisory Committee in consultation with the Major Field Coordinator and the Director. The four foundation courses should be taken from at least three different departments outside the student's major area.

8. ANNUAL PERFORMANCE EVALUATION

- A. Milestone Agreement Form completed with Major Field Coordinator during the first semester. This is a precursor to the DS-PRO and will be reviewed at least annually. Students are expected to reach each milestone within the specified time period in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. Three copies are distributed – student, department and Director.
- B. An evaluation using the DS-PRO computer program will be conducted near the end of the first year. Annual performance evaluations will take place each subsequent year.
- C. The evaluation will be conducted by the Major Field Coordinator in consultation with a faculty committee. If the student has not yet passed all comprehensive and qualifying examinations or does not have a formal Dissertation Committee, the faculty committee will consist of the faculty in the major area. If the student has passed all examinations and has a formal Dissertation Committee, the faculty committee will consist of the Dissertation Committee.
- D. Upon completion of the evaluation, a recommendation of continuation or discontinuation in the program is made to the Ph.D. Program Director for a final decision. For a discontinuation decision resulting from the first year evaluation, the student will immediately be discontinued in the Ph.D. Program. For a discontinuation decision in the annual performance in the second year and beyond, the student will have one regular semester (Fall or Spring) to demonstrate satisfactory improvement in his/her performance. At that time the Major Field Coordinator in consultation with the appropriate faculty committee and the Ph.D. Program Director will make a final decision on whether the improvements are satisfactory. An unsatisfactory decision at that time will result in the immediate discontinuation of the student in the program.

9. PROGRAM OF STUDY

- A. The following *minimum* semester hours must be included in the student's Program of Study:

Business Foundation	*
Major Field	24**
Research Field	12**
Dissertation Hours	18

*From 0 to 12 hours, depending upon the student's background at the time of admission to the program (see section 7).

**Previous equivalent advanced coursework may be accepted

- B. Transfer courses are allowed only from AACSB-accredited (or equivalent) institutions for courses with a B grade or better.
- C. Students must select the major field before taking any coursework.
- D. At the beginning of each semester, students in the Program should confer with their Major Field Coordinator, who will assist and advise the student in the selection of appropriate courses.
- E. Students in their first year of the Program will be told by their Major Field Coordinator what courses to take. Beginning in the second year of the program students will be given more leeway in choosing their courses to meet their Program of Study.
- F. Students may only add and drop courses with permission of their Major Field Coordinator. The Major Field Coordinator will sign the Add/Drop form prior to the student submitting it, whether this occurs before or after census day.
- G. Upon completion of the first year evaluation, the student will prepare a Program of Study, which must be approved by the Supervisory Committee and the Director. In addition, for each field selected, the Program of Study must be signed by the Major Field Coordinator indicating that the coursework conforms to the policies established by the faculty of the field.
- H. The Program of Study is located at:
<http://web.uta.edu/business/gradbiz/newgradbiz/PhD/pdfs/pos.pdf>
- I. A student may have no more than 3 Incompletes (“I” grades) at any given time.

10. COMPREHENSIVE EXAMINATIONS

- A. Students must demonstrate competence in their major field by the successful completion of a written comprehensive examination. Research qualifying exams are required unless the student has maintained at least a 3.50 GPA in the field and permission to waive the qualifier is given by both the field coordinator and the Ph.D. Program Director. The content of the comprehensive examinations may vary.
- B. Written comprehensive examinations and qualifiers in each field will be given in February and September. Students may not take a written examination until all coursework in the field is completed. The written comprehensive in a student’s major field may not be taken until all courses in both the major and research fields are completed.

- C. A student who is eligible to take the written examination or qualifier must complete a Comprehensive Examination Request Form and submit it to his/her Major Field Coordinator for approval. A student is eligible for a written comprehensive examination when he/she has completed the Business Foundation (with a GPA of at least 3.25) and prescribed coursework in the field. Upon approval, the student will submit the form to the Ph.D. Program Coordinator no later than July 15 for the September examinations and November 30 for the February examinations. A course listed on the Comprehensive Examination Request Form cannot be listed for examination in any other field. The request form may not be submitted with any incomplete grades. If submitted while taking a course listed, that course must receive a grade at the end of the semester when grades are posted. If no grade is earned the right to take this comprehensive exam is terminated and the student will need to submit a new request form when a grade is posted.
- D. The major field written comprehensive examination request form is located at: http://www.uta.edu/business/gradbiz/newgradbiz/PhD/pdfs/comp_request.pdf and the minor and research written qualifying examination request form is located at: http://www.uta.edu/business/gradbiz/newgradbiz/PhD/pdfs/comp_request_minor.pdf
- E. No student will be required to take more than one field examination on a single day. For each student, four weeks prior to the examination date, the Ph.D. Program Coordinator will provide the Major Field Coordinator with a list of the coursework completed by the student in that field. Completed tests for written examinations must be submitted to the Ph.D. Program Coordinator at least one week before the examination. For each field, the Major Field Coordinator shall establish a panel of at least three faculty members who are full or associate members of the Graduate Faculty to prepare the questions and grade the completed examinations.
- F. After administration of the field examinations, the Ph.D. Coordinator will code the examinations and forward the examinations to the Major Field Coordinators, who will forward them to the examination panel. Each examination will be read independently by panel members and graded. The panel will collectively determine whether the student passes or fails and inform the Ph.D. Coordinator of the results in writing on the prescribed form. The Ph.D. Coordinator will inform the Ph.D. Program Director who will then inform the student in writing the results of their exam. Results must be submitted to the Ph.D. Coordinator no later than the first Monday in April, or first Monday in November.
- G. If a student fails a written comprehensive or qualifying exam and continues in that field, the examination must be retaken the next time it is offered. If a student fails a second written examination in a major or research field, he/she will not be permitted to continue in the program. If a student fails a written qualifying examination in a minor field twice, then he/she will not be permitted to continue in that field. If a student is awarded a conditional pass in the major field, it must be satisfied with an oral exam to be completed by the following semester. This exam is not to be confused with the oral comprehensive exam if other qualifying exams have yet to be

- taken. If all written exams have been completed, then this oral exam may be used as a component of the oral comprehensive examination.
- H. A student who fails to complete all comprehensive and qualifying examinations within a 25 months will be required to retake any examinations falling outside the 25-month period.
 - I. If a student successfully completes all the written examinations, then he/she will schedule a comprehensive oral examination as soon as possible. The oral comprehensive examination is administered by the student's Supervisory Committee. The content of the oral comprehensive examination will be determined by the student's Supervisory Committee. The request form for the oral comprehensive exam must be submitted to the Ph.D. coordinator at least three weeks prior to the date of the requested date. The oral comprehensive examination request form is located at: <http://grad.pci.uta.edu/resources/pdf/RequestForComprehensiveExam.pdf>
 - J. Any student failing the oral comprehensive examination will be given a second oral comprehensive examination within 12 months of the date of the first oral comprehensive examination. If a student fails the second comprehensive examination, he/she will not be permitted to continue in the program.
 - K. If a student successfully completes the oral comprehensive examination, he/she is admitted to candidacy following the completion of the Comprehensive Examination Report. The Examination Report is located at: http://grad.pci.uta.edu/resources/pdf/Comprehensive_Examination_Report.pdf

11. DISSERTATION

- A. The Dissertation Committee consists of a minimum of four members, at least two of whom must be from the major field. The chair of the Dissertation Committee must be from the major field, at least one member must be from the research field, and one member from the committee must be from outside the major field. With the approval of the Graduate Dean, one of the members may be a nationally or internationally recognized non-UTA scholar.
- B. When forming the Dissertation Committee, the student must obtain the written consent of each Dissertation Committee member by completing the Dissertation Committee Form and filing it with the Ph.D. Coordinator. The chair of the Dissertation Committee must be from the major field and be a full member of the Graduate faculty. (see part "M" below)
- C. The Chair of the Dissertation Committee has a special responsibility to direct all activities in relation to the dissertation as a representative of the Graduate Faculty.

- D. If a member of the Dissertation Committee can no longer serve due to illness, extended absence from the University or discontinuation of employment, or any other reason, the student in consultation with the Chair of the Dissertation Committee and the Major Field Coordinator will select a replacement and inform the Ph.D. Director in writing. In other cases, the student must petition the Graduate Faculty through the Director to change any member(s) of the Dissertation Committee.
- E. The candidate will prepare a dissertation proposal and submit copies to each member of the Dissertation Committee at least three weeks prior to the proposed presentation. The entire Dissertation Committee must convene formally to act upon the dissertation proposal at a time and place with at least three weeks notification. The committee may reconvene for additional meetings. All faculty members and graduate students may attend the proposal presentation. The proposal must be approved by each Dissertation Committee member and the Ph.D. Program Director. (see parts “N” and “O” below)
- F. Following completion of all comprehensive examinations, a student will be required to enroll for at least six hours of dissertation credits each regular semester to maintain assistantship and/or immigration requirements. Doctoral students are required to register for either BSAD 7399 (allowed one semester only) or BSAD 6699 during their completion semester.
- G. During the research and writing phase of the dissertation, students are encouraged to consult with all members of the Dissertation Committee. Student must register for a minimum of 18 credit hours in the dissertation and show reasonable progress during any semester they are registered for the dissertation course. Candidates must complete the dissertation defense and all other requirements within four calendar years after the semester in which the oral comprehensive examination is completed.
- H. After consultation with the Dissertation Committee Chair, the student will prepare and distribute sufficient copies of the completed dissertation to Dissertation Committee members. If the Dissertation Committee gives its preliminary approval to the dissertation, the student will schedule the dissertation defense, which will be open to all faculty members, graduate students and guests. All members of the Dissertation Committee must attend the dissertation defense. (see part “P” below)
- I. All members of the Dissertation Committee and the Ph.D. Program Director must approve the dissertation. (see part “Q” below)
- J. The student must submit his/her dissertation for a mechanical check to the Graduate School at the time the Dissertation Defense request paperwork is submitted.
- K. The student must also submit their dissertation to the plagiarism checking tool on blackboard. A copy of the report must be sent to the Dissertation Chair. The original report must be included with the dissertation when it is filed with the Graduate

School. The Dissertation Chair will report this score on the completed Dissertation Rubric that is submitted to the Director's Office along with the Dissertation Defense Report.

- L. The student must submit their dissertation to the Graduate School in the proper format.
- M. The Dissertation Committee form is Form 8 located at:
<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/forms.html>
- N. Form 9, Request for Dissertation Proposal Defense, is located at:
<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/forms.html>
This form must be submitted to the Ph.D. Coordinator at least three weeks prior to the requested date.
- O. Form 10, Dissertation Proposal Form, is located at:
<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/forms.html>
This form must be submitted to the Ph.D. Coordinator, with signatures, after the Dissertation Proposal is held.
- P. Form 11, Request for Dissertation Defense, is located at:
<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/forms.html>
This form must be submitted to the Ph.D. Coordinator at least three weeks prior to the requested date.
- Q. Form 12, Dissertation Defense Report, is located at:
<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/forms.html>
This form must be submitted to the Ph.D. Coordinator, with signatures, after the Dissertation Defense is held.

12. DISSERTATION GUIDELINES

After a student is ABD, they begin to develop a proposal for their thesis research. This can take one of two paths. In a traditional proposal/thesis, a student develops a model and research agenda focus on a highly defined problem and expands that into a project worthy of a thesis. This is guided by the thesis advisor and the thesis committee. This has been the traditional American model of the Dissertation. Students also have the option of developing a three paper dissertation, which is a European type model for the dissertation. Guidelines for both are given below. Again, these are guidelines intended as an aid to the student. The thesis committee and thesis advisor may adapt these as needed.

A. TRADITIONAL DISSERTATION PROPOSAL

The student must present and defend successfully a formal proposal for the dissertation before beginning the dissertation research. The dissertation must be consistent with the proposal and be of publishable quality, giving evidence of original and significant investigation which

results in a contribution to the body of knowledge in the field of Management. Specific requirements for a successful proposal defense include:

1. identify a dissertation chair and assemble a Doctoral Dissertation Committee. With permission of the dissertation committee, schedule a proposal defense at least three weeks in advance on a date and time when the majority of the department faculty are available to attend.
2. file the required paperwork with the College of Business PhD office
3. Distribute the dissertation proposal to the dissertation committee members at least 3 weeks in advance of the defense date.
4. Defend the dissertation proposal to the satisfaction of the committee members.

B. THREE PAPER DISSERTATION PROPOSAL

In terms of specific requirements, items above in the Traditional Dissertation Section also pertain to the three paper dissertation model. The student is expected to work with the dissertation committee to decide if the three paper format is desirable and logical given the topic and the plan to study the topic. Once the decision is made, the student develops a written proposal and schedules a proposal defense. After the proposal is approved at the defense, the student proceeds to complete the work. The three papers generated through this process should be conceptually related, complimentary, and prepared for submissions to an Elite or High Quality journal from the COBA journal list. At least two of the papers should be empirical or modeling based, with the option of developing one high-quality theoretical paper.

C. PROPOSAL FORMAT

The following structure and length is suggested:

- 1) Abstract (250 words or less): The abstract should provide a succinct and brief stand alone summary of the background and rationale for undertaking the research, the significance of these studies to the field(s) and the methods and study populations to be used.
- 2) Background and Significance (not more than 3 pages): Provide a brief background and describe the scientific principles and theories relevant to the research problems or questions to be addressed. Highlight the significance of the proposed research in addressing these research problems or questions.
- 3) Literature Review (pages appropriate): Include relevant literature published to date on the research area to be studied and a more in depth review of the literature specific to the research questions to be addressed in the thesis. Include literature on the theoretical bases or frameworks for the proposed studies, if applicable. List definitions or terminology when needed. Includes statistics in the literature with subsections when needed. At the conclusion of the review, highlight the significant gaps that have been identified in the existing literature.
- 4) Research Questions (1-2 pages): (Optional section. These questions will also be included in the three paper abstracts in the next section) Statement of the research questions to be addressed or problems to be solved in the dissertation or three papers and how they fill the gaps in the literature. This may also be stated as a set of hypotheses to be tested to answer the research questions.

- 5) Method (pages as appropriate): Include outline for the traditional thesis or outlines for each paper, if the 3 paper model. These outlines might contain for each study as appropriate:
- background
 - study objective
 - data sources/study setting including recruitment strategy for primary data collection or qualitative studies
 - Data collection/extraction procedures as relevant (if primary data are collected include survey instruments, sampling plan, pilot testing, laboratory techniques, focus group techniques, and/or power analysis as appropriate. If a comprehensive or systematic literature review is to be done, outline inclusion/exclusion criteria and search methods)
 - study design including research model, variables, tests of validity and reliability, statistical or other analytical or qualitative methods used
 - plan of analysis and timeframe for completion of research
 - potential implications of findings
 - target journals
 - key words
- The committee chair may require more detail in the methods sections. Alternative methods of presentation may be appropriate if your methods are overlapping between papers. The student should consult with the chair prior to preparing the proposal.
- 6) References: The references should be prepared consistent with the graduate school guidelines for dissertations.
- 7) Appendix (optional section)

D. DISSERTATION FORMAT

For the traditional dissertation or the three pages model, proposal chapters may be slightly modified, primarily to change to the past tense and to update the literature or the research methods to reflect any modifications or new information that was adopted during the course of the research. The following chapters are added to the proposal content for a dissertation format:

- findings and discussion
- conclusions and recommendations

E. DISSERTATION DEFENSE

The dissertation defense should not be scheduled until all the student's committee members are satisfied with the dissertation draft or the three completed paper drafts. It is in the student's best interest to allow adequate time for all committee members to read the dissertation, provide feedback, act on their feedback and ensure that they are satisfied with the changes, prior to scheduling. Notice of the defense must be given to the College of Business PhD Office a minimum of three weeks prior to the defense.

13. PERFORMANCE STANDARDS

- A. Grades of D and F will count toward the overall grade point average, but will not be considered successful fulfillment of a course appropriate to a field. Another course, as determined by the Supervisory Committee, will need to be taken if a student receives a grade other than A, B, C, or P. Any student who receives three grades of “C” or lower in any classes will not be permitted to continue in the program. Any student who earns an “F” will automatically be terminated from the program.
- B. A student’s academic performance will be reviewed periodically by his/her Supervisory Committee in coordination with the Major Field Coordinator and the PhD Director. To remain in good standing, students must maintain a minimum cumulative 3.25 GPA in all UTA coursework taken after admission to the program and in all courses on their Program of Study. Students whose GPA falls below a 3.25 overall or 3.0 in their major, research, or minor area will be placed on academic probation. Students who do not meet the terms of the academic probation will be dropped from the program (See the Graduate Catalog).

14. RESIDENCE REQUIREMENTS

Each student enrolled in the doctoral program must enroll for and successfully complete a minimum of 15 hours in one 12-month period prior to the completion of the comprehensive examinations. All students enrolled in the program must successfully complete all coursework and comprehensive examinations within a maximum of 60 months from initial enrolment in the program. A minimum of 24 graduate hours in residence, are required of all candidates. The degree must be completed within 10 years of enrollment.

15. COURSE APPLICABILITY TOWARD MASTER’S DEGREE

Up to 21 hours (7 courses) of graduate coursework taken in the PhD program may be applied towards a master’s degree. Courses already used to earn a degree CAN NOT be utilized. No more than two courses in the major and research fields and three courses in the minor field may be applied for this purpose.

16. PROGRAM GOVERNANCE

The Director of the Doctoral Programs in Business Administration oversees the program. The Director works with the PhD Graduate Studies Committee to manage the program, advise the Dean of the College of Business, and provide recommendations to the college graduate faculty who are responsible for the program.

The Ph.D. Graduate Studies Committee is responsible for all the implementation of the programs' policies and is comprised of the Major Field Coordinators who are recommended by the Director to the Dean for appointment. The responsibilities of the Ph.D. Graduate Studies Committee are:

A. Provide oversight of:

- Recruitment
- Admissions
- Course requirements/coursework programs
- Course additions/deletions
- Academic performance
- Written and oral comprehensive examinations
- The Business Foundation and the Research Core
- Diagnostic evaluations and annual performance reviews

B. Review and act on:

- Student petitions requesting committee changes or major or minor field changes
- Student petitions for reinstatement following probation suspension
- Cases of student academic dishonesty
- Student petitions for other reasons

C. Perform other duties as directed by the Ph.D. Program Director

17. PROGRAM COMPLIANCE

Failure to comply with the program rules incorporated in the Graduate Catalog, this Information Bulletin, and other documents issued by the Director will result in penalties ranging from disallowing credit for work performed to dismissal of the student from the program. The requirements stated in the Graduate Catalog are minimum standards that are superseded in part by standards stated in this Information Bulletin. Students may request exceptions to published rules by filing a proper petition with the Director.

18. ACADEMIC DISHONESTY

All students are expected to pursue their academic careers with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on a test or other coursework, plagiarism (offering the work of another as one's own), and unauthorized collaboration with another person. Students are required to take the Acknowledging Sources tutorial and have their results provided to the Ph.D. Coordinator by the end of the first week of classes. (<http://library.uta.edu/plagiarism/index.html>) Students found responsible for dishonesty in their academic pursuits are subject to penalties that may range from disciplinary probation to suspension to expulsion from the University. Other forms of legal action may also be taken.

In accordance with the *Rules and Regulations of the Board of Regents of The University*

of Texas System (part One, Chapter VI), institutional procedures regarding allegations of academic dishonesty are outlined in Part Two, Chapter 2, of the UTA *Handbook of Operating Procedures*. This information may be obtained by accessing the Student Judicial Affairs web site (<http://www.uta.edu/conduct/>) or by obtaining a hard copy of *Map Dates & Data* in the Office of Student Development.

19. IRB REQUIREMENTS

The University of Texas at Arlington, by action of the President, has established an institutional review board to review human subject research. This board is supported by Regulatory Services. The IRB reviews research that is conducted or supported by the University of Texas at Arlington faculty, students or staff in order to determine that the rights and welfare of the human subjects are adequately protected. The IRB is guided by the ethical principles described in the 'Belmont Report' and by the regulations of the U.S. Department of Health and Human Services found at Title 45 Code of Federal Regulations, Part 46. The University of Texas at Arlington maintains an approved Federalwide Assurance (FWA) of Compliance with the Office for Human Research Protection (OHRP). (<http://www.uta.edu/research/administration/departments/rs/human-subjects-irb/index.php>)

All students conducting research using human subjects, whether for a class, paper, or dissertation must complete the IRB submission process. This process may take up to a month before approval is granted.

ADVANCED COURSE REQUIREMENTS

The following pages list the minimum requirements for the major fields (24 hours), and research fields (12 hours) in the areas of Accounting, Economics (selected courses only), Finance, Information Systems, Management, Management Sciences, and Marketing. Major fields may require core courses beyond the Business Foundation. Previous coursework may be applied toward both core and advanced course requirements.

ACCOUNTING

<http://wwweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/accounting/accounting.html>

The Ph.D. in Business Administration degree with a major field in Accounting is designed for students pursuing careers as college or university professors or careers in business or government that require an understanding of accounting and related research matters. The program is balanced in its focus on knowledge of technical accounting matters, research tools, and methodologies. Student competence is emphasized.

Foundation Courses

Coursework equivalent to an M.S. in Accounting or an M. S. in Taxation at the University of Texas at Arlington (some course substitutions are allowed).

Major Field (18 required hours total)

Four courses (12 hours) required (selected from the following) plus two additional courses:

- ACCT 6309 Seminar in Accounting Research I
- ACCT 6310 Seminar in Accounting Research II
- ACCT 6311 Seminar in Accounting Research III
- ACCT 6312 Seminar in Accounting Research IV
- ACCT 6313 Seminar in Accounting Research V

Research Field

Four courses (12 hours) to be selected by the student and the Major Field Coordinator, with the approval of the student's supervisory committee. Courses usually include but are no limited to:

- BSAD 6312 Regression
- BSAD 6313 ANOVA
- ECON 5336 Econometrics I
- ECON 5339 Econometrics II

ECONOMICS

Students receiving a PhD in Business Administration may choose to take selected courses in Economics. The department's strengths in econometrics, international economics, and business facilitate the development of strong research and analytical skills.

Selected course include:

ECON 5310 Microeconomic Theory
ECON 5312 Macroeconomic Theory
ECON 5329 Research Methods
ECON 5336 Econometrics (same as BSAD 6317)
ECON 53xx Elective

FINANCE

<http://www.uta.edu/business/gradbiz/newgradbiz/PhD/program/finance/finance.html>

The Ph.D. in Business Administration degree with a major field in Finance is a research-based degree designed to prepare graduates for careers in academia or in the financial world.

Graduates are qualified for tenure-track Assistant Professor positions at research universities and teaching colleges. The program includes in-depth training in both theoretical and empirical/statistical aspects in the field of finance together with training in classroom performance.

The strong analytical approach of the curriculum also provides expertise for graduates to enter the finance world. Numerous opportunities exist for positions in securities industry, investment banking, and other financial services locally, regionally, and on Wall Street.

Major field (24 required hours total)

Six courses (18 units) required at the 6000 level (selected from the following), plus two additional courses:

FINA 6301 Seminar in the Theory of Finance
FINA 6311 Seminar in the Theory of Corporate Finance
FINA 6312 Seminar in the Theory of Investments
FINA 6314 Advanced Research in Finance
FINA 6390 International Finance
FINA 6390 Math Finance

Research Field

Four courses (12 hours) required:

FINA 6390 Financial Derivatives***
BSAD 6312 Regression^
BSAD 6313 ANOVA^

BSAD 6314 Multivariate Statistics^
 ECON 5301 Mathematics for Economics
 ECON 5336 Econometrics I
 ECON 5339 Econometrics II
 ECON 5329 Research Methods
 ECON 5337 Forecasting
 ECON 5338 Time Series
 BSAD 6310 Scientific Inquiry
 BSAD 6311 Experimental Design
 BSAD 5330 Non-parametric Statistics
 ***Required research course
 ^May NOT be taken if student has taken Econometrics I

INFORMATION SYSTEMS

<http://web.uta.edu/business/gradbiz/newgradbiz/PhD/program/isom/infosys.html>

The primary objective of the Business Administration degree with a major field in Information Systems is to develop scholars with an ability to teach and conduct independent research. Students who do not have a background in IS are required to take the foundation courses. The major field coursework, comprising three seminars and three special topics courses, provides an in-depth understanding of current research issues in IS.

The Information Systems doctoral program is a research-focused program. While formal dissertation research starts after successful completion of coursework, students are encouraged to collaborate with faculty on research projects early in the program. This prepares our graduates for a successful career in higher education and research.

Foundation

INSY 5335 Applied Database Management
 INSY 5341 Analysis and Design
 INSY 5343 Computer Communications and Networking
 INSY 5375 Management of Information Systems

Major Field (24 hours required total)

Six courses (18 hours) required (selected from the following), plus two additional courses:

INSY 6301 Seminar in IS Research Foundation
 INSY 6306 Seminar in Information Technologies
 INSY 6307 Seminar in IS Management
 INSY 6392 Selected Topics in Information Systems
 INSY 6392 Selected Topics in Information Systems
 INSY 6392 Selected Topics in Information Systems

Research Field

Research courses are designed to provide students a knowledge of research methods and techniques. Since a large body of IS research relies on empirical research methods, research courses focus on issues related to research design and data analysis techniques in this stream. Students select four courses (12 hours) from the following list:

BSAD 6311 Experimental Design
BSAD 6312 Regression
BSAD 6313 ANOVA
BSAD 6314 Multivariate Statistics
BSAD 6315 Time Series
MANA 6390 Structured Equation Modeling
BSAD 5330 Non-parametric Statistics

MANAGEMENT

<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/management/management.html>

Ph.D. graduates from the Management Department should be talented, productive and enthusiastic organizational scholars. They should be able to critically evaluate existing research, while creating, translating, and disseminating original research and knowledge to their students, the field and their communities. Therefore, students whose major field is management are always receiving research-oriented training with an emphasis on productive, original scholarship.

We believe that the Ph.D. program should also prepare students to excel in teaching. Although students will probably not be classroom instructors until after their first year of studies, we emphasize the need to develop a strong competence in instructional delivery.

Comprehensive Exam

The written comprehensive exam in Management uses a Three-point Framework as follows: Typically students will be required to answer three questions on day one and three questions on day two of the exam. Certain questions may be required and sometimes you may have a choice among questions. The major exam should focus primarily on the student's area of interest and include at least one question that integrates methods and theory, at least one question that requires students to have updated their knowledge of literature in their area by reading recent publications in top journals, at least one "counter" question (that is, micro students would be asked at least one macro question and vice versa). Students should discuss the content of the major exam with their supervisory chair. The chair can help guide students in terms of what to study. Students should expect to see some form of the above three types of questions on the exam. Recall of course, that more questions are asked on the exam than just these.

Major Field (24 required hours total)

Six courses (18 hours) at the 6000 level (from the list below), plus two additional courses:

MANA 6318 Seminar in Organizational Theory (Macro)
MANA 6328 Seminar in Strategic Management I (Macro)
MANA 6338 Seminar in Organizational Behavior (Micro)
MANA 6348 Seminar in Human Resources Management (Micro)
MANA 6390 Seminar in Strategic Management II (Macro)
MANA 63xx Seminar in Entrepreneurship
MANA 6382 Independent Study in Management
MANA 6392 Independent Study (Research Practicum)

Note: All students must complete MANA 6392 (practicum) which involves the completion of a research project. Macro students must take at least one micro seminar. Micro students must take at least one macro seminar. Students may take more than one MANA 6382 course.

Research Field

Four courses (12 units) selected from the following:

BSAD 6310 Foundation of Scientific Inquiry
BSAD 6311 Experimental Design
BSAD 6312 Regression
BSAD 6313 ANOVA
BSAD 6314 Multivariate Statistics
MANA 6390 Structured Equation Modeling

Note: Students may be allowed to adjust the courses taken as part of the research field with the approval of the PhD coordinator and the student's committee chair. For example, macro oriented students may consider courses in Econometrics, Time Series and HLM, and micro oriented students may consider research courses offered in the Psychology Department.

MANAGEMENT SCIENCES

<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/masi/manasciences.html>

The doctoral program in Business Administration with a major field in Management Sciences offers a major field of study in Operations Management. The primary purpose of the Ph.D. program is to develop scholars with the skills and abilities to teach and conduct independent research. Although the large majority of Ph.D. graduates move on to successful research and teaching careers at other universities, some graduates choose careers in industry.

Major Field (24 required hours total)

Foundation

OPMA 5361 Operations Management

Six courses (18 hours) to be selected from the following, plus two additional courses:

OPMA 5321 Introduction to Management Sciences

OPMA 5363 Operations Planning and Control

OPMA 5364 Project Management

- OPMA 5367 Quality Management
- OPMA 5368 Global Supply Chain Management
- OPMA 5369 Logistics Management
- OPMA 6370 Seminar in Operations Management
- OPMA 6371 Integrated Operations Strategy and Research
- OPMA 6380 Research in Operations Management

Research Field

Four courses selected from the following:

- BSAD 6311 Experimental Design
- BSAD 6312 Regression
- BSAD 6313 ANOVA
- BSAD 6314 Multivariate Statistics
- BSAD 6315 Time Series
- MANA 6390 Structured Equation Modeling

MARKETING

<http://wweb.uta.edu/business/gradbiz/newgradbiz/PhD/program/marketing/marketing.html>

The Ph.D. degree in Business Administration with a major in Marketing is designed for students pursuing careers as college or university professors or careers in businesses that require an understanding of marketing and research-related matters. The Ph.D. is a research degree, and the Marketing program is balanced in its focus on marketing knowledge, research tools, and methodologies. An important goal of those who receive a Ph.D. from the Marketing Department is to add to the knowledge of the marketing discipline by conducting primary research and disseminating knowledge to their students as well as the business community.

The written comprehensive exam is comprised of four questions. One question will be a Consumer Behavior question, one a Marketing Strategy question, one a Marketing elective question and a Pre-Dissertation Committee question. A student will have to pass all four questions to pass the Written Comprehensive Exam.

Major Field (24 required hours total)

Six courses (18 hours) selected from the following, plus two additional courses:

- MARK 6302 Consumer Behavior I
- MARK 6303 Consumer Behavior II
- MARK 6310 Marketing Strategy & Management
- MARK 6311 Marketing Strategy & Management II
- MARK 6331 Advanced Global Marketing Theory
- MARK 6390 Topics in Marketing
- MARK 6392 Independent Study in Marketing

Research Field

Two courses (12 hours) selected from the following:

MARK 6305 Marketing Models

MARK 6327 Advanced Marketing Research Methods

MARK 6390 Meta-Analysis or other research based course, with permission from Field Coordinator

Plus two additional courses chosen from below:

BSAD 6310 Foundations of Scientific Inquiry

BSAD 6311 Experimental Design

BSAD 6312 Regression

BSAD 6313 ANOVA

BSAD 6314 Multivariate Statistics

BSAD 6317 Econometrics

MANA 6390 Structured Equation Modeling

