

# ADAM SMITH UNIVERSITY

## STUDENT HANDBOOK FOR DOCTORAL PROGRAMS

### PRESIDENT'S WELCOME

Welcome to the Doctoral degree program at Adam Smith University. This program should be an exciting and rewarding educational experience for you. Adam Smith University currently offers several doctoral degree programs. Adam Smith University offers the Doctor of Business Administration degree with a major in Business Administration as well as majors in other areas of business and the Doctor of Science degree with a major in Health Science. The Doctor of Arts degree is offered to students who wish to major in subjects in the humanities and the Doctor of Social Science is offered to students who wish to major in one of the Social Sciences. Adam Smith University does not offer Ph.D. degrees or degrees in education or other licensed professions such as law. Our degree programs are well supported by our faculty as well as being supported by the administration of the university. Students who have earned a doctoral degree from Adam Smith University may be eligible to apply for a Diplome de Ph.D. in France from Ecole Superieure Universitaire Adam Smith. Please see our web page for further details on this program.

The doctoral degree programs can be completed in English or in any other language provided an abstract is provided in English, French or Spanish.

Our faculty and staff will work with you. Please feel free to telephone us or write or fax us or send us an email at any time for assistance. We all care about each student and our goal is to help you successfully complete our doctoral degree program.

Best wishes for your success in completing your doctoral degree program at Adam Smith University.

Sincerely,

Donald Grunewald (DBA, Harvard)  
President

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## **COMMUNICATING WITH THE UNIVERSITY**

Please observe the following when communicating with the university:

1. Please leave your name, telephone number, fax number and email address if you have fax and or email and your postal address including country, city and all pertinent information. The university does not return telephone calls by telephone outside the USA . We reply by email or fax or post.
2. Please spell out all names so that our telephone operator can clearly understand you. Speak slowly and clearly. Give your message to the operator.
3. Please forward all papers and documents to us at our office address in Saipan or through faster service by sending your documents addressed to: Acme Career Services 7500 West Lake Mead Blvd #929 Las Vegas, NV 89128. Acme forwards mail quickly to Saipan by Air Mail or private courier. Do not put Adam Smith University on mail addressed to Acme or it may be lost by the post office. Be sure that your name and address appear on all communications inside your package as well as on the envelope.
4. Please keep copies of all that you send. Nothing will be returned to you by the

University. All materials sent will be retained in the files of the university.

Thank you for your cooperation.

Adam Smith University

Donald Grunewald, DBA President

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## ACADEMIC POLICY- DOCTORAL PROGRAMS

Adam Smith University upholds academic standards common to universities in the United States of America and in other countries. Enrolling in a university which allows students to study by distance learning does not mean that Adam Smith University's program is a less rigorous opportunity to earn a doctoral degree. Rather, Adam Smith University offers a more convenient way for people around the world to secure a high quality university education and to obtain a doctoral degree.

Adam Smith University offers the following to its doctoral students:

1. An excellent faculty and administration that will work closely with each student on his or her doctoral degree program. Each student will have a mentor who will supervise the dissertation for the student.
2. The doctoral dissertation may be written in the language of the student's choice provided we can find a professor who is capable of supervising the dissertation in that language. All documents not written in English or Spanish must be accompanied by an abstract and a table of contents written in English or Spanish.
3. A professional response in a reasonable period of time to all inquiries and to the expediting of the degree program as a whole.

## PROCEDURE

1. The procedure begins with the student's application for admission by sending a completed application form with a check for \$50.00 to the university along with copies of transcripts for bachelor's and master's degree programs that have been

completed. The completed application will be reviewed by the university administration. The university will write the student a letter telling the student whether or not he or she has been accepted for admission to the doctoral degree program at Adam Smith University.

2. After the student has been accepted, the next step is for the student to select a topic for the dissertation and fill out a copy of the Dissertation Topic Approval Form (A copy is located later in this handbook).
3. The university will review the Dissertation Topic Approval Form. If it is acceptable, the university administration will select a dissertation mentor from the university's faculty or from outside the university subject to review of qualifications of the outside mentor and to agreement by the student on which faculty mentor will be assigned. The faculty mentor will supervise the student on the dissertation.
4. After discussion with the mentor, the student will prepare an outline of the dissertation for discussion with the mentor.
5. After the dissertation outline has been approved by the mentor, the student will write the first draft of the dissertation. Students may send partial chapters or segments of the dissertation to the mentor for review as work progresses on the dissertation or may send a completed first draft to the mentor for review. After any revisions have been made after consultation with the faculty mentor, the student will send a copy of the completed dissertation to the university so that it may be read by two other faculty members. For the dissertation to be approved, the faculty mentor and the two faculty readers of the dissertation must submit a written recommendation for approval of the dissertation and for approval of the candidate for the doctoral degree to the university.
6. Students are expected to follow the style guide for presentation and footnotes described later in this handbook.
7. Dissertations are normally graded on a pass fail basis but may be assigned a letter grade if the faculty mentor and faculty readers prefer.
8. All dissertations must normally be presented in printed text. No audio or video tapes or photographs will be accepted in lieu of a written document, except as appendices to the written dissertation. All dissertations must be typed or word processed. Handwritten dissertations will not be accepted.
9. When all degree requirements have been completed and the dissertation has been approved in writing, and when all tuition and fees have been paid in full, a diploma and transcript will be prepared by the university and sent to the student by Express Mail or Air Mail if Express Mail is not available to the student's address.

## MAJORS

The Doctor of Business Administration degree has a major in business administration. Other majors are available in business subjects subject to approval by the university.

The Doctor of Science degree has a major in health science. Other science majors may be eligible for the Doctor of Science degree subject to approval by the university.

The Doctor of Arts degree has majors in the Humanities

The Doctor of Social Science has majors in the Social Sciences

## BOOKS AND LIBRARY SERVICES

The faculty mentor will help the student develop a list of books and other sources for the dissertation. The university is not generally in a position to purchase books for use by the student at this time. Books and other references may be secured by the student from libraries, the internet, or any other available resource. The administration will work with the student to secure use of library sources at other universities wherever possible.

## OTHER DOCTORAL DEGREE PROGRAM REQUIREMENTS

1. Before receiving a doctoral degree, the student must verify prior education by requesting that universities that have conferred bachelors and masters degrees upon students who have completed programs at their institutions send directly to the university completed copies of their transcripts. Students may not receive their doctoral degree until this requirement is completed. Some universities will require payment of a transcript fee by their graduates before sending the transcript to Adam Smith University and may require written consent from the student to send the transcript.
2. No degree may be conferred and no transcripts will be issued to doctoral degree students until all degree requirements have been satisfied and until tuition and all fees have been paid in full to the university.

## THE DOCTORAL DISSERTATION

The doctoral dissertation must include the following:

1. An introduction.
2. Establishing one or more hypotheses to be proven, except for descriptive or qualitative studies or case studies.
3. A review of current literature on the subject.
4. A system of measurement used to validate the hypothesis or a statement of methodology used.
5. An evaluation of the data.
6. A conclusion
7. Suggestions for further research.
8. A bibliography of references.

ALL QUESTIONS REGARDING THE FORMAT STATED ABOVE MAY BE DIRECTED TO THE UNIVERSITY BY PHONE OR EMAIL OR BY POST OR MAY

BE DIRECTED TO THE FACULTY MENTOR. WE WILL BE HAPPY TO ASSIST YOU WITH ALL PHASES OF THE DOCTORAL PROGRAM UPON REQUEST.

Length- The length of the doctoral dissertation will ordinarily not be less than 200 typed, or word processed pages, double spaced, 8 ½ by 11 inches in size, in 12 point type, excluding the bibliography, and appendices if any. There is no maximum length for a dissertation.

Style- All papers will be typed on a typewriter or word processed on a computer. Legibility is essential. No handwritten work will be accepted. Students must follow the guidelines given in this handbook.

ALL PAPERS MUST BE WRITTEN USING PROPER GRAMMAR AND PROPER SPELLING IN WHATEVER LANGUAGE IS USED. PAPERS IN ENGLISH MAY USE EITHER AMERICAN OR BRITISH STYLE SPELLING.

## MANUSCRIPT STYLE

Standards for preparing final drafts of dissertations.

All papers must be typed or word processed on 8 ½ by 11 inches unlined white paper.

One of two literary styles may be used as follows:

### MLA (Modern Language Association Style):

1. Indent all paragraphs five spaces.
2. Put all titles in capital letters.
3. Single space all quotations and indent five spaces, even though they are in the body of the text. Number each footnote in the upper right hand corner of the sentence or phrase to which it applies.
4. Include a footnote page at the end of the dissertation, with number corresponding to those in the text.

EXAMPLE: Donald Grunewald. Managing New Enterprises. Lewiston, New York: The Edwin Mellen Press, 2002, 76.

5. Include a bibliography, with authors' names in alphabetical order, as follows:

EXAMPLE: Grunewald, Donald, Managing New Enterprises. Lewiston, New York, The Edwin Mellen Press, 2002. ISBN 0-7734-7150-2.

Kurlansky, Mark, Cod. New York: Penguin Books, 1997. ISBN 0 14 02.7501 0 (pbk)

Older books will not have ISBN numbers.

## APA (American Psychological Association) Style:

Rules are the same as above, except that:

Footnotes are placed Immediately after the citation, with author's last name, and page number (EXAMPLE: Grunewald, The Edwin Mellen Press, 2002, 76). There is no separate footnote page at the end of the dissertation.

In the bibliography the date of publication of the book is placed after the author's name (EXAMPLE: Grunewald, Donald, (2002). . . , followed by the name of the book, the place published and the publisher and the ISBN may be added to give more information to the reader).

At the end of the dissertation cite references used as follows:

Grunewald, D. (2002). Managing New Enterprises . Lewiston, New York: Edwin Mellen Press.

Kurlansky, M. (1997). Cod . (1997). New York: Penguin Books.

All references must be cited. Interviews must have date and place of interview and full names of individuals and groups interviewed.

Magazine and periodical references must have name of the article in quotation marks, name of the periodical underlined, volume number, month, year, and pages where reference was found. Internet sources may be cited including electronic address following information on author, title and date of citation.

The dissertation should have separate sections in the bibliography for books, periodicals, interviews, etc. In the case of books, alphabetized by the authors' last names. In the case of periodicals, underline the name of magazine or journal, put name of article in quotation marks, and alphabetize by the last name of author of the article. If there is no author, alphabetize by the first word of the name of the periodical.

IF YOU HAVE ANY QUESTIONS OF STYLE, PLEASE REFER THEM TO YOUR FACULTY MENTOR OR TO OUR OFFICE.

## USE OF PUBLISHED BOOK OR MANUSCRIPT FOR DISSERTATION

Candidates for the doctoral degree programs may elect to submit a published book or manuscript in lieu of writing a dissertation for the dissertation requirement. When such an

alternate document is submitted for consideration the student is required to write a paper, not longer than 20 double spaced pages, using the following guidelines as a model.

1. Analysis of Topic. Explain how the book or manuscript came to be written, when it was prepared, whether you required a collaborator, how you accumulated your data and other items relevant to the preparation of the book or manuscript.
2. Relationship of the book or manuscript to your major- What materials did you use to write the book or manuscript? Give a brief summary of four or five of your most important data sources (similar to an annotated bibliography). How does your research fit into the current state of knowledge in your discipline? How will other people benefit from your work? How could your work be modified if it were updated?
3. The role of the book or manuscript in your professional development- How did you benefit intellectually from writing the book or manuscript? What professional growth did you experience? How did the writing benefit you at a personal level?
4. References- Give a long list of books, interviews, articles and other materials used to prepare your book or manuscript.
5. Methodology- What method did you use to validate the material in your book or manuscript? If you have a descriptive document, how did you go about describing your subject? If you used statistical analysis, or any form of measurement, explain how that research procedure was conducted. If you are unsure about your methodological approach, consult with your university mentor or an administrator about how to answer these questions.
6. Future Growth and Extensions of your book or manuscript- Explain the possible future of your document, in terms of extensions and applications. How might your document change if it were written ten years hence? Is your material applicable to conditions in all time periods, or is time limited? Discuss the potential of your work and its future possibilities.

## BRIEF GUIDELINES FOR DOCTORAL DISSERTATIONS

The following are suggested contents for a doctoral dissertation.

Abstract- 1 to 2 pages – summary of your dissertation.

Chapter 1.

Describe your problem area and why it is important. Introduce your subject. Give a rationale for your study (establish a need). Include such items as background, need, purpose, limitations and organization of your study.

## Chapter 2.

How have others viewed the problem? This is a thorough review of the literature on your subject, including books, magazines, interviews, etc.

## Chapter 3.

How will you do your study? Will you have a descriptive study where you simply describe a problem? Or will you have a measurable study using some form of statistical analysis setting up appropriate hypotheses?

## Chapter 4.

Findings. Describe what you have found. Analyze what you have found. Describe your information in detail. Then interpret what you have found.

## Chapter 5.

Significance of your study. What are its implications? What are its limitations?

## Chapter 6.

Summary, recommendations, conclusions, implications for future research by yourself and others.

## FOOTNOTES

Footnotes if using MLA style

## BIBLIOGRAPHY- list of sources

## APPENDICES

Supporting documentation (charts, tables, photographs, graphs, illustrations, etc.)

# ADAM SMITH UNIVERSITY

## DISSERTATION APPROVAL FORM

Your name Please underline or capitalize your last name (surname):

Date:

Postal Address with Street Number, City, State or Province and name of your country:

Telephone number with country code, and area code:

Fax number with country code, and area code:

Your email address:

Degree Title: \_\_\_\_\_ Doctor of Business Administration in Business Administration or in \_\_\_\_\_

\_\_\_\_\_ Doctor of Science in Health Science or \_\_\_\_\_

\_\_\_\_\_ Doctor of Arts in \_\_\_\_\_

\_\_\_\_\_ Doctor of Social Science in \_\_\_\_\_

\_\_\_\_\_ (other state details)

1. Briefly state why you have chosen a specific topic for your dissertation:
2. Please state your topic and the title of your dissertation (subject to revision):
3. How will this dissertation add to your current body of knowledge and/or your professional expertise?
4. What language will you be writing your dissertation in?:

If your dissertation is not to be written in English, French or Spanish please include a minimum 5 page summary in English, French or Spanish of your proposed dissertation topic.

If you need more space to answer any question, please use the back of this form.

Approval of your topic if satisfactory will be sent to you by mail or fax within two weeks of receipt of this form by the university.