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## DOCTORAL DEGREE BY RESEARCH

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### Introduction

In 1997, InterAmerican University began to supplement its on-site teaching programs by offering Graduate Distance Learning degrees based on the European models of research.

This has met with considerable response from mature students, many already familiar with the quality and flexibility of this system. It stands in contrast to 'herd-learning' where most students are lost in the shuffle. At I.A.U., we value students as experienced equals.

The InterAmerican University research degree is focused on the specific need of each student. There are no standardized entry tests, or languages required in order to be admitted, nor are there any required courses as part of the graduate degree program. It is strictly by research.

Many students find this system ideal given their busy schedules with time, family and work constraints. They work with their own personal mentor to suit their own schedules and pace.

"To have the opportunity to study with such a prestigious university is a dream I never thought to achieve. I believe my life is a demonstration of I.A.U.'s vision."

Claire Svenson  
Director, Metropolitan Museum

"I am very supportive of the program because it gives people like me an opportunity to have our skills recognized. I am used to chasing up my employees when work is due, and it was quite a change when I.A.U. chased me up on my work - it feels good that the institution really cares about its students."

John Atkinson  
London, England

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## AN INVITATION

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InterAmerican University welcomes global thinkers - educators and students who can think beyond their own physical and ideological boundaries.

It will be the global thinkers who will be leaders in all fields in the 21st century.

We seek candidates who are motivated, serious and committed to our philosophy and vision. This program is affordable - scholarships are available and students may nominate a flexible payment plan to suit their budget needs.

Students may matriculate (begin) for graduate research on the first of any month.

All students who graduate with a Doctorate degree are nominated to become members of the Graduate Club of the InterAmerican University.

The Director of Graduate Admissions will be pleased to discuss your academic and career goals, and advise you on your research proposal, and a mentor most suited to your area of specialization.

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## **MENTORS**

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Our mentors are drawn from recognised universities around the world. Students nominate their area of interest, and work together with their assigned mentor to design a suitable program and approach to the nominated research. Our mentors are highly qualified, well-respected and experienced experts in their chosen fields who enjoy working with fellow researchers.

I.A.U. will allocate the most suitable mentor for your research. However, a student may nominate a mentor who is familiar with their research. The mentor and the student will decide how they will communicate: on-line, by mail, fax or telephone. There is also the possibility for face-to-face meetings.

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## **METHOD OF STUDY**

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The process of education used by InterAmerican University follows the European model of research under the close guidance of a mentor.

Graduate programs by research have no required courses, based on the assumption that the candidate already has an acknowledged academic background qualifying him or her for the research proposal.

It is required that the intended area of interest contributes to new knowledge and/or to competence in the subject area/profession at an advanced level. The proposed research can be discussed with the mentor who will give direction and advice. The mentor is there to help each student bring into focus his or her research topic.

Students are guided throughout the research period. The mentor will recommend primary and secondary research sources. At the same time, there will be regular 'dialogue' - interactions between the mentor and the student by any method chosen by both parties. This ensures that the student is on track with the research.

Each term the mentor will provide a progress report, and the student will be required to submit a research status report. These reports are monitored carefully by the Academic Review Committee so that each student can be guided and counselled accordingly.

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**PROGRAMS/DEGREES AVAILABLE**

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I.A.U.'s Department of External Graduate Programs offers distributed graduate programs leading to the following:

<b>Master of Arts/Science</b>	<b>PhD (Doctor of Philosophy)</b>
Art	Art
Business Administration	Business Administration
Economics	Economics
Education	Education
Psychology	Psychology
English	
International Relations	International Relations
International Law	
Liberal Arts	
Spanish	Spanish
Tourism	
Humanities	Humanities
Natural Medicine and Health Sciences	Natural Medicine and Health Sciences

and

## Opportunities for Non-Degree Studies.

The programs provide in-depth learning, practicum, and scholarly experiences designed to prepare participants to assume leadership positions in local, national and international corporations and other agencies.

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**DISTANCE/DISTRIBUTION EDUCATION DELIVERY**

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The Department has been unique among programs because it makes doctoral and masters degrees and non-degree studies available through distance / distributed education. While many institutions and programs offer courses in various areas, this program makes degrees possible for distance / distributed students.

Distributed education utilizes systems and methodologies which enables courses to be taught through the use of electronic means with students located around the world, freed of time and place restrictions. Students do not need to attend campus to attend classes and

within large time frames, students can do the work at times convenient to them. All this depends on the use of electronic means of communication with Lotus Notes being the most often used delivery system.

The Lotus Notes system is a unique system developed in the United States. The computer groupware provides for open interaction between group members.

The course programming generally consists of questions designed to promote discussion as each student response is shared with other group members resulting in dialogues and creating learning situations. The instructor's role becomes that of a facilitator.

Utilization of the Lotus Notes system and other systems and methods of distributed education makes it possible to offer a significant number of the courses, provide advising, and do thesis and dissertation preparation via distributed education utilizing computers, Internet, and telephone communications. These innovative teaching methodologies enable most participants to complete their programs with minimal disruption in their lifestyle, and without the restrictions of time and place.

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## **THE DISTRIBUTED DOCTORAL DEGREE PROGRAM**

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I.A.U. offers Masters and Doctoral Degrees via distance / distributed Education. The program offers an affordable, high quality education to students who have a desire to pursue a Master/doctorate freed from time and space limitations.

The specific course materials are available at any time and accessible from any location that has the required computer equipment. Teaching and learning is based on a "collaborative learning -- reflection on practice" approach conducted through interactive computer based communications. This process is not a standard distance education process in which teaching is transmitted from or to a central point. Distance has little meaning in the context of this program because the learning activities might take place in an adjacent room, in homes or workplaces widely dispersed throughout the province/state, nation, and the world.

Distributed collaborative learning takes place through "virtual groups" whose members are widely distributed geographically. Some of the costs associated with personal displacement, career disruption, and other costs associated with attendance at an on-campus program are avoided.

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## **LEARNING RESOURCES**

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Students may use their own local learning resources such as university library facilities, public libraries, museums, art galleries and special collections for research purposes. The Internet offers a wealth of reliable, and often up-to-date, information which can be useful, via links and virtual libraries. Students can communicate with mentors and other students via online chats and/or audio conferencing

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## TIME FRAME

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The time frame to complete a Master's or Doctorate degree will vary according to the student's academic background, subject knowledge, research skills, writing expertise, and the time available to focus on the research and writing.

All students are required to be registered for a minimum of 4 terms for a Master's degree and 6 terms for a Doctorate degree. A term is 4 months from the date of matriculation. The permitted total time for completion of a Master's program is 6 terms, and 10 terms for a Doctorate program.

In exceptional circumstances a thesis/dissertation may be submitted within the minimum time period, but only on the advice of the student's mentor and approval of the Academic Review Committee. There is no tuition fee reduction for early submission within the minimum time required for registration.

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## EXAMINATIONS

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Each thesis/dissertation is examined by two independent university examiners. They submit an evaluation report and a recommendation as to the awarding of the appropriate degree. In some cases a lesser degree may be awarded or resubmission required. Similarly, a viva voce (dissertation defense) may be required for some Doctoral cases.

In foreign countries, dissertations are usually arranged with the local Spanish diplomatic mission, other international agency, or an academic or cultural institution proposed by the candidate and previously accepted by InterAmerican University. Other times, one or two I.A.U. officers will travel to the target country in order to attend the dissertation and thesis defense.

The University has a policy on intellectual property rights, and encourages successful students to disseminate and publish the outcomes of their research.

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## ADMISSION REQUIREMENTS (HOW TO APPLY)

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A **Baccalaureate (Bachelor) degree** is required for acceptance **onto the Master's program**, and a **Master's degree** for admission **onto the Doctoral program**. These must have been earned from an appropriately recognized/accredited institution.

All applicants must complete an official InterAmerican University application form and submit it together with the following requirements:

A full curriculum vitae/resume. Information on college experiences, extracurricular activities, sports, special projects, and/or independent study should also be included as well as details of work experience, training courses attended and vocational workshops/seminars completed. A brief autobiography. Current address and telephone/fax number including area code should be at the top of the paper. Generally, it should contain something about personal interests, present job, and professional aspirations. It should also contain a section on why the candidate is seeking this degree.

A brief research proposal, approximately 2 to 3 pages in length, outlining the research the candidate wishes to conduct, intended methodology, and resources planned to be used. This should be written as clearly and concisely as possible.

Copies of all academic transcripts. Spanish or English translations are needed if transcripts appear to be in another language. Two references. These can be from employers, business partners, and/or academics. Four passport-sized photographs (with name printed on the back).

Other relevant information/documentation (e.g.. language proficiency scores, requests for scholarships)

All applications should be mailed to:

Universarium  
InterAmerican University - Office for International Admissions  
One Penn Plaza - 36<sup>th</sup> Floor  
New York, NY 10119  
Tel. 212 835-1614  
Fax. 212 849-6901

When InterAmerican University receives the completed file, it will be evaluated. Successful applicants will be notified by e-mail and/or fax/letter, indicating the program of study, mentor details, tuition fees, and any other relevant information. Students have up to six (6) weeks to accept an offer for admission, after which, they will have to apply for entry again.

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**FEES**

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Students need to be enrolled for 4 terms for the Master's degree and 6 terms for the Doctorate degree or its equivalent. Each term is a period of four (4) months from the date of matriculation. The cost per term for this initial period is as follows:

Application Fee . . . . .	U.S. \$ 50
Registration Fee . . . . .	U.S. \$ 450
Master . . . . .	U.S. \$ 6,616
Doctorate . . . . .	U.S. \$ 7,480

In exceptional instances, a student may complete all requirements in less than 5 terms. There is no reduction in the total 4- or 6-term fee.

Individual payment plans can be proposed (without penalties to suit any personal financial situation). Financial Aid is now available.

Some partial scholarships are available for those involved in education - teachers, faculty, administrators.

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## **MERITS**

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- No-boundaries education: global
- Self-paced learning: allows flexibility, freedom and creativity
- Mentors and lecturers are highly qualified from major universities
- Early entry decision
- Immediate start: first day of any month
- No knowledge required of a foreign language
- No entry or examination test scores required
- Affordable, and allows payment plans to suit individual needs
- Scholarships available based on financial status and merit
- Membership in InterAmerican University Worldwide Graduate Club
- Participation in InterAmerican University Career Placement Service
- A means for self-actualisation and achievement

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## **THE DEPARTMENT OF EXTERNAL GRADUATE PROGRAMS**

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I.A.U.'s Department of External Graduate Programs has had a long-standing commitment to educate leaders who understand and practice excellence and adaptability in their profession. In today's environment, multinational and transnational companies need leaders who are capable of meeting the challenges of change. I.A.U.'s Department of External Graduate Programs is committed to responding to the environment and to the development of adaptive, reflective leadership through educational programs, research and service.

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## **THE DOCTORAL DEGREE REQUIREMENTS**

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A two to three year program format is used to enable students to progress at reasonable rates without an unsustainable study load being placed on them. It is designed to give students a high degree of time and location freedom while maintaining continuous interaction between them and the Faculty as the level demanded by doctoral studies.

The Ph.D. degree program is 90-96 credit units beyond the bachelors degree or approximately 75 credit units in addition to appropriate hours in the masters degree. Of

these hours core and cognate studies are about 24 hours; doctoral seminars 12 hours; and the dissertation about 20 hours. In addition, approximately 16 hours of research tools are generally required for the degree. A student's Program of Studies will be established by the advisor and supervisor committee following the student's application and acceptance into the doctoral program.

Sometimes campus attendance is required and is considered important. There is considerable variation in how that issue is addressed. Some students elect to be on campus for 2 or more full 10 week summer sessions; others elect to be on campus for shorter periods. The program is open to discussing other time frames and each student is encouraged to work with her/his advisor to determine what is best.

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## **THE GOAL OF RESEARCH**

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The goal of research is the discovery of knowledge. The normal phases of research generally can be described as divided into three somewhat overlapping phases: the research definition phase, the achievement phase, and the publication phase.

The Research Definition Phase. During the research definition phase, the researcher must define the research objective of interest and learn the background of the research area. All research builds on previous investigations. Studies on the topic of interest are sometimes hard to find because they may have been published using different terminology or published in journals of other disciplines or in other languages. Finding and learning all the background material to support a particular research objective is an arduous task. The student will often have the feeling that no progress is being made and that everything important has been accomplished by others. It is important for graduate students to persevere in order that their research will be firmly based and there will be no disastrous revelations when the work is reviewed.

The Achievement Phase. During the second phase, the achievement phase, the bulk of the research investigation is completed. The focus of the research is narrowed, research questions are refined, research designs are made, and data are collected. Generally, the student can expect the research direction to change somewhat during this phase.

Interaction between the advisor and student is important in this phase to give the student constructive criticism and perspective. The advisor should participate in the research effort by performing such activities as reviewing data, methods, and preliminary findings. The advisor should be intimately familiar with the methods used, the experimental apparatus (if any), and results obtained. The advisory committee also should participate actively in advising the student during this phase.

The Publication Phase. During the final phase, the primary emphasis of the effort is on writing the dissertation/thesis and other publications to document the work. Due to the perspective gained during this phase, researchers often identify deficiencies in the effort that should be or must be resolved by further investigation. This effort usually takes longer



than the student expects, and compared to the achievement phase, it may seem that no progress is occurring.

Interaction with the advisor usually involves resolution of the definition of completion, editing the dissertation/thesis, and preparation for the final thesis defense/examination.

"The final examination usually consists of a presentation and defense of the thesis or dissertation. A final examination is required for all doctoral students, and in most cases, a final examination is required for master's students."

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## **DOCTORAL PRELIMINARY EXAMINATION COMMITTEES**

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A student must be enrolled, have an approved plan of study, have completed all courses on the plan, and written prelims must be accepted by the committee to be eligible to request an appointment of oral prelim examination committee; 51% of the committee must be tenure-track faculty; a minimum of 3\* members are required for prelim examinations (includes Chair/Co-chairs); \*(a fourth and/or fifth member is optional for prelim examinations, where 4 or 5 committee members are appointed to the examining committee, one member may withhold his or her signature of approval);

TIP: all members of the preliminary examination committee listed on the appointment request must sign the Examination Report:

If a member cannot be physically present at the final examination, he/she may give the major professor written proxy to sign forms on behalf of the absent committee member.

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## **DOCTORAL FINAL EXAMINATIONS COMMITTEES**

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A student must be enrolled, have an approved plan of study, have completed all courses on the plan, written and oral prelims must be passed, at least two semesters must have elapsed since passing oral prelims (see Two Semester Rule), have completed 10-15 credits of PhD Thesis Research by the end of this session, and the major professor must agree that "the candidate is ready to defend his/her written dissertation/thesis" to be eligible to request an appointment of the doctoral final examination committee; 51% of the committee must be tenure-track faculty; a minimum of 4 members are required (includes Chair/Co-chairs); \*(a fifth member is optional for doctoral final examinations, where 4 or 5 committee members are appointed to the examining committee, one member may withhold his or her signature of approval); Thesis Office staff will certify whether the thesis meets university microfilm format standards and will provide the student a Thesis Receipt if accepted for deposit.

TIP: a doctoral student may register the final session as "Exam or Degree Only" if he/she meets all four of these conditions:

- a) research is ready or all courses are complete;
- b) two semesters have elapsed since passing oral prelims;
- c) at least 10-15 credits of thesis credits have been taken; and
- d) must have registered for thesis credits in a the previous session.

TIP: Schedule Final Examination prior to Exam deadline, to allow sufficient time to make edits to thesis requested by committee during the final examination. Also, schedule appointment to deposit thesis prior to deposit deadline, to allow sufficient time to make any microfilm standard edits (length of abstract, page number location, etc.) required by the Thesis Office prior to thesis acceptance. If exam or deposit deadlines are missed, your graduation may be delayed a minimum of one semester.

TIP: all members of the final examination committee listed on the appointment request must sign the Examination Report:

If a member cannot be physically present at the final examination, he/she may give the major professor written proxy to sign forms on behalf of the absent committee member.