 SATBAYEV UNIVERSITY	NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY named after K.I. Satbayev”	
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**Rules for admission
to an educational program
Doctor of Business Administration (DBA)
NJSC "Kazakh National Research Technical University
named after K.I. Satbayev"**

R 029-03-01-03.1.01-2024

Almaty, 2024

FOREWORD

1 DEVELOPED by admission committee of the NJSC "Kazakh National Research Technical University named after K.I. Satbayev"

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"10" "01" 2024

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"10" "01" 2024

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3 APPROVED by decision of the Board from "12" "01" 2024 No. 1

4 INTRODUCED for the first time

CONTENT

1	General provisions	4
2	Normative references	4
3	Requirements for admission to MBA and EMBA educational programs	4
4	Procedure for accepting documents for admission to MBA and EMBA educational programs	5
5	The procedure for conducting entrance exams or interviews	5
6	Criteria for assessing readiness to study in educational programs	6
7	Enrollment in DBA educational programs	8
8	Final provisions	8
	Change registration sheet	9

1. General Provisions

1.1 These Admission Rules for the educational program (EP) DBA Satbayev University (hereinafter referred to as the University) was developed on the basis Model rules for admission to studies in educational organizations implementing educational programs of postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600, as amended in accordance with the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 26, 2024 No. 29.

1.2 Program DBA-postgraduate educational program based on project work and applied research in business administration and aimed at training management personnel.

2 Normative references

In these rules, references to the following normative documents are used:

2.1 Law of the Republic of Kazakhstan “On Education” dated July 27, 2007 No. 319-III;

2.2 Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 604 “On approval of state compulsory education standards at all levels of education”;

2.3 Typical rules for admission to study in educational organizations implement educational programs of postgraduate education, approved by Order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 (as amended according to the Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated January 26, 2024 No. 29).

3 Requirements for applicants to educational programs DBA

3.1 Citizens of the Republic of Kazakhstan or foreign citizens with a Master's/ MBA (EMBA) / PhD degree, 5 years of experience, 2 of them in a management position can apply for the DBA educational program.

3.2 Persons who have received educational documents from foreign educational organizations, for admission for DBA educational programs The University must undergo the procedure of recognition or nostrification of educational documents. Educational documents issued by foreign educational organizations are recognized on the territory of the Republic of Kazakhstan in accordance with international treaties (agreements).

4 Procedure for accepting documents for admission to DBA educational programs

4.1 An admissions committee is being set up to receive documents and organize entrance exams at the University. The Chairman of the Admissions Committee is the Chairman of the Board, the Rector of the University. The composition of the admission committee is approved by order Chairman of the Board Rector of the University.

4.2 Studies one educational program DBA carried out in accordance with an agreement for the provision of educational services concluded with an individual or legal entity.

4.3 Education on the DBA educational program is carried out only at the paid basis.

4.4 Foreign citizens are accepted for DBA in the manner established by the legislation of the Republic of Kazakhstan.

4.6 Citizens of the Republic of Kazakhstan entering an educational program DBA, submit the following documents to the University:

1) An application addressed to Chairman of the Board Rector of the university in any form;

2) A document on higher education (original);

3) The master's degree diploma;

4) A copy of an identity document(required for personal identification);

5) six photographs measuring 3x4 centimeters;

6) Medical certificate of form 086-U in electronic format, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated November 23, 2010 No. 907 "On approval of forms of primary medical documentation of healthcare organizations" (registered in the Register of State Registration of Normative Legal Acts under No. 6697) ;

7) Certificate from the place of work confirming your work experience.

Together with copies of the documents specified in this paragraph, their originals are provided for verification. After verification, the originals are returned back to owner.

The diploma of previous education remains with the university admissions committee until completion of studies.

5 Procedure for conducting entrance exams or interviews

5.1 Persons, incoming for an educational program DBA, are being interviewed. Based on the results of the interview, a decision is made to enroll the applicant in the educational program. The presence of letters of recommendation during the interview is encouraged.

5.2 The results of the interview are not subject to appeal.

5.3 During the interview period, a commission is created at the University.

5.4 The Commission is formed from among the teaching staff, University employees who have an academic degree of Doctor or Candidate of Sciences or a Doctor of Philosophy (PhD) degree in the relevant field.

The composition of the commission, indicating their chairpersons, is approved by order of the Rector.

6 Criteria for assessing readiness for training in the DBA EP

6.1 When passing entrance exams or interviews, the commission assesses the candidate's readiness to study educational program DBA according to the following criteria:

1. Professional experience and knowledge

Practical Management Experience: Experience in a managerial role or higher, with the ability to demonstrate an understanding of complex business processes.

Industry Knowledge: Depth of knowledge in a specific industry that can enrich the teaching and field research within the program.

Project Experience: Successful management of significant projects, including strategy development and implementation.

2. Academic qualifications

Educational Background: Master's degree in relevant field or equivalent education.

Analytical Skills: Ability to perform critical analysis, logical thinking and problem solving.

3. Research potential

Research Interest: A clear understanding of the candidate's areas of research and their relevance to modern business.

Potential to develop new ideas: Ability to generate new ideas that can be developed into research projects.

4. Motivation and goals

Candidate Goals: Clarity and realistic long-term professional and academic goals.

Motivation for studying a DBA program: Understanding how a DBA will help you achieve these goals.

5. Personal qualities

Communication Skills: Ability to express ideas clearly and persuasively, and to listen and respond to questions.

Leadership Skills: Past leadership experience and potential for leadership development.

Teamwork: Experience of successful work in multidisciplinary and multicultural teams.

6. Consistency with program values

Ethical Standards: Compliance of the candidate's personal and professional values with the values of the program.

Contribution to the DBA Community: Potential to actively participate in the life of the program and contribute to its development.

7. Questions and answers

Responsiveness to Difficult Issues: Ability to respond appropriately to criticism and difficult questions, demonstrating ability to think under pressure.

6.2 Evaluation is carried out on a 100-point scale. The proportions of assessments according to the criteria are equal to each other.

6.3 Passing score for admission to the DBA program – 70.

6.4 To effectively interview candidates for the DBA program, can used the following pool of questions, broken down by key assessment criteria. Each question is scored on a 100-point scale, with the candidate's responses scored based on the depth, insight, and relevance of the responses.

1. Professional experience and knowledge (20 points)

Tell us about the most significant project you have supervised. What tasks did you face and what results were achieved? (10 points)

What key management skills have you developed during your professional career? (10 points)

2. Academic qualifications (10 points)

What academic achievements or projects do you consider most significant in your career? (10 points)

3. Research potential (20 points)

What research topic would you like to develop within the DBA program? Why does she interest you? (10 points)

Can you give me an example of a time when you initiated or conducted research? What were the results? (10 points)

4. Motivation and goals (15 points)

Why did you decide to enroll in the DBA program? How does this relate to your long-term career goals? (10 points)

What can you expect from the DBA program? (5 points)

5. Personal qualities (15 points)

Can you describe a situation where your leadership helped resolve a conflict or improve a process in your organization? (7.5 points)

How do you cope with working in multicultural and multidisciplinary teams? (7.5 points)

6. Compliance with program values (10 points)

How will you ensure that your actions and decisions within the program will meet ethical standards? (5 points)

How do you plan to contribute to the DBA community? (5 points)

7. Questions and answers (10 points)

How do you respond to criticism? Can you give me an example of how you used constructive criticism for personal or professional growth? (10 points)

An assessment should be made for each issue based on:

Depth and completeness of the answer (maximum 50% points per question)

Practical applicability and examples (maximum 30% points per question)

Compliance with the goals and requirements of the program (maximum 20% of points per question)

To summarize, the scores are summed to give an overall score out of 100. This will ensure objectivity and fairness in the selection process.

7 Enrollment in the DBA educational program

7.1 Entrance exams or interviews and enrollment are held no later than 5 working days before the start of the semester.

7.2 Enrollment in the number of students for the DBA educational program carried out Admissions Committee based on the results introductory interviews.

7.3 Persons who have completed an educational program DBA, is issued a Diploma of its own sample with the award of the degree “Doctor of Business Administration”.

7.4 Acceptance of applications and admission of applicants to the educational program DBA held during vacations according to the academic calendar in summer and winter.

8 Final provisions

8.1 Issues not regulated by these rules for admission to education in educational organizations implementing postgraduate educational programs are resolved by the Admissions Committee of Satbayev University in accordance with the current legislation of the Republic of Kazakhstan and regulatory documents of the Ministry of Education and Science of the Republic of Kazakhstan.

Change registration sheet

Sequence number of changes	Section, paragraph of the document	Type of change (replace, cancel, add)	Number and date of notification	Change made	
				Date	Last name and initials, signature, position