

СӘТБАЕВ УНИВЕРСИТЕТІ 	NON-PROFIT JOINT STOCK COMPANY “KAZAKH NATIONAL RESEARCH TECHNICAL UNIVERSITY NAMED AFTER K.I. SATPAYEV”	
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Director of Project Management
Institute named after K. Satpayev

2025.

B. Amraliyeva

COORDINATED

Head member - The Director for Economic
and Corporate Development

Rules

for admission to the degree program
Doctor of Business Administration (DBA)
NPJSC “Kazakh National Research Technical University named
after K.I. Satpayev”

R 029-04-02-01.1.01-2025

Head of scientific and
educational department

2025.

B. Amraliyeva

Head of documentation, report and
development of the main programs
department

2025.

[Handwritten signature]

B. Amraliyeva

APPROVED by Board's decision dated _____ 2025.

INTRODUCED for the first time

Almaty, 2025

PREFACE

1 DEVELOPED by Student Contingent Formation Office of “Kazakh National Research Technical University named after K.I. Satpayev”

Director of Student Contingent
Formation Office

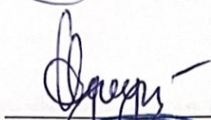
« ____ » ____ 2025.



M. Narbayev

Director of Project Management
Institute named after E.Turkebayev

« ____ » ____ 2025.



B. Amralinova

2 COORDINATED

Board member - Vice Rector for Science
and Corporate Development

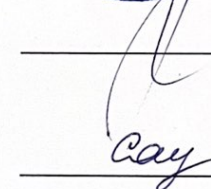
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R. Uskenbayeva

Acting head of legal support and public
procurement department

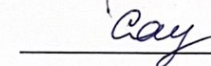
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T. Abukenov

Head of evaluation and quality
department

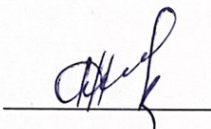
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A. Sauranbayeva

Head of documentation support and
development of the state language
department

« ____ » ____ 2025.



Zh. Orakbayeva

3 APPROVED by Board's decision dated « ____ » ____ 2025. № ____

4 INTRODUCED for the first time

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1 General provisions

1.1 The given Admission rules for Satbayev University DBA Degree Program (hereinafter referred to as University) were developed on the basis of Standard Admission Rules for educational organizations implementing the postgraduate degree programs, approved by Order №600 of Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018, as amended by Order of Minister of Science and Higher Education of the Republic of Kazakhstan dated January 26, 2025 №29.

1.2 DBA program is a postgraduate degree program based on project work and applied research in business administration and aimed at training the managerial personnel.

2 Regulatory references

The following normative documents are referenced in these Rules:

- Law of the Republic of Kazakhstan "On Education" dated 27.07.2007 №319-III;
- Order of Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 №604 "On approval of State mandatory standards of education at all levels of education";
- Standard Rules for admission to educational institutions implementing the postgraduate degree programs, approved by Order of Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 №600 (as amended by Order of Minister of Science and Higher Education of the Republic of Kazakhstan dated January 26, 2025 №29).

3 Requirements for admission to DBA degree programs

3.1 Citizens of the Republic of Kazakhstan or foreign citizens with Master's degree / MBA (EMBA) / candidate of science, at least 3 years of experience, and at least 1 year in a managerial position can apply for DBA degree program.

3.2 Persons who have received educational documents from foreign educational organizations must undergo the recognition or nostrification of educational documents in order to enroll in DBA degree programs at University. Educational documents issued by foreign educational organizations are recognized in the territory of the Republic of Kazakhstan in accordance with international treaties (agreements).

4 Procedure for accepting the documents for admission to DBA degree programs

4.1 Admissions committee is set up to receive documents and organize entrance exams at University. Chairperson of Admissions Committee is Board's Chairman, University's Rector or Deputy Chairperson of Admissions Committee, that is, Board member, Vice-rector in charge of doctoral studies. Admissions Committee composition is approved by order of Board Chairperson - University's Rector or Deputy Chairperson of Admissions Committee, that is, Board member - Vice-rector in charge of doctoral studies.

4.2 Training in DBA degree program is carried out according to the educational services agreement concluded with an individual or a legal entity.

4.3 Training under DBA degree program is provided on the fee-based basis only.

4.4 Foreign citizens are accepted to DBA in accordance with the procedure established by the legislation of the Republic of Kazakhstan.

4.5 Citizens of the Republic of Kazakhstan who enroll in DBA degree program submit the following documents to University:

- an application addressed to Board's Chairperson Rector of University in any form;
- document on higher education (original) with a supplement+ a copy;
- master's degree diploma or a diploma of higher specialized education equivalent to a specialized master's degree (original) with a supplement+ a copy;
- the identity document copy (required for identification);
- six 3x4 cm photos;
- medical certificate of form 075-U and a fluorography scan (original + 2 pcs. copy);
- a work book or a certificate from the work place confirming the length of service on company letterhead;
- A copy of the attached certificate or military ID.

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

The diploma of previous education remains in the university admissions office until graduation.

5 Interview procedure

5.1 Applicants to DBA degree program are interviewed and submit Motivational essay to the commission. Based on the interview results and evaluation of Motivational essay, a decision is made to enroll the applicant in the degree program. The presence of recommendation letters during the interview is welcome.

5.2 Results of Commission's decision are not subject to appeal.

5.3 For the interview period at University, a commission is created, consisting of an even number of commission members, the secretary does not have the right to vote.

5.4 Commission is formed from among the teaching staff, University staff who have a doctorate or PhD degree or a PhD degree in the relevant field.

5.5 Commission composition, indicating their chair people, is approved by the order of Rector or Vice-rector in charge of doctoral studies.

6 Criteria for assessing the readiness for training in DP DBA

6.1 During the interview, the commission evaluates the candidate's readiness to study under DBA degree program in accordance with the following criteria:

- Professional experience and knowledge

Practical management experience: Experience as a general manager or higher, the ability to demonstrate an understanding of complex business processes.

Industry knowledge: The depth of knowledge in a particular industry that can enrich the training and practical research within the program.

Project experience: Successful management of significant projects, including the elaboration of strategies and their implementation.

- Academic qualifications

Educational background: A master's degree in a relevant field or equivalent education.

Analytical skills: Ability to critically analyze, think logically, and solve problems.

- Research potential

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

Potential for developing the new ideas: Ability to generate new ideas that can be transformed into research projects.

- Motivation and goals

Candidate's goals: Clarity and realism of long-term professional and academic goals.

Motivation for studying for DBA program: Understanding how DBA will help achieve the given goals.

- Personal qualities

Communication skills: The ability to express thoughts clearly and convincingly, as well as listen and respond to questions.

Leadership qualities: Past leadership experience and potential for its development.

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

- Compliance with the program values

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

Contribution to DBA community: The potential to actively participate in the life of the program and contribute to its growth.

- Questions and answers

Responding to difficult questions: The ability to respond appropriately to criticism and difficult questions, demonstrating the ability to think under pressure.

6.2 The assessment is based on a 100-point scale. The specific weights of the ratings according to the criteria are equal to each other.

6.3 The passing score for admission to DBA program is 70.

6.4 For an effective interview of candidates for DBA program, the following pool of questions can be used, broken down by key evaluation criteria. Each question is rated on a 100-point scale, where the candidate's answers are evaluated based on the depth, insight, and relevance of the answers.

- Professional experience and knowledge (20 points)

Tell us about the most significant project that you had 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)

- Academic qualifications (10 points)

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

- Research potential (20 points)

What research topic would you like to develop as part of DBA program? Why are you interested in it? (10 points)

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

- Motivation and goals (15 points)

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

What do you expect from studying at DBA program? (5 points)

- 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 handle working in multicultural and multidisciplinary teams? (7.5 points)

- Compliance with the program's values (10 points)

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

How are you planning to contribute to DBA community involvement? (5 points)

- Questions and answers (10 points)

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

An assessment should be carried out for each question based on:

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

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

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

To summarize, the scores are summarized to get an overall score on a 100-point scale. This will ensure objectivity and fairness in the selection process.

7 Enrollment in DBA degree program

Interview and enrollment are conducted no later than 5 working days before the semester start.

Enrollment in DBA degree program is carried out by Admissions Committee based on the entrance interview results, based on the interview meeting's minutes.

Persons who have completed their studies under DBA degree program are awarded Diploma of their own sample with "Doctor of Business Administration" degree.

Applications are accepted during the calendar year, and applicants to DBA degree program are enrolled during the holidays according to the academic calendar in summer and winter.

8 Final provisions

8.1 Issues not regulated by the given rules of admission to educational institutions implementing the postgraduate education programs are resolved by Admission Committee of Satbayev University in accordance with the current RK legislation and RK MSHE's regulatory documents.

REGISTRATION SHEET ON CHANGES TO

Serial number of the change	Section, item of the document	Type of the change (to replace, cancel, add)	Notification number and date	The change was made	
				Date	Surname and initials, signature, position