

Approved  
by decision of the Management Board  
NAO "Kazakh Agrotechnical Research  
University named after  
S. Seifullina"  
No. 18 dated March 26, 2024

## **RULES FOR ADMISSION TO TRAINING**

**in NJSC "Kazakh Agrotechnical Research University named after S. Seifullin"  
under the educational program of postgraduate education EMVA "Strategic  
Management"**

## **1. General provisions**

1. These Rules of admission to the educational program EMBA NAO "Kazakh Agrotechnical Research University

S.Seifullin" (hereinafter - the Rules for the admission of KATIU) were developed in accordance with the Law of the Republic of Kazakhstan "On Education" and on the basis of the Standard Rules for admission to training in educational organizations implementing educational programs of higher and postgraduate education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 No. 600 (hereinafter - Standard Rules).

2. Admission of persons entering the EMBA master's program for educational programs of higher and (or) postgraduate education is carried out on a paid basis at the expense of the own funds of the incoming and other sources.

## **2. The procedure for accepting documents for admission to the S. Seifullin KATIU, implementing educational programs of postgraduate education under the EMVA program**

2.1 Admission of persons entering the EMBA magistracy is carried out on a paid basis based on the results of entrance exams;

2.2 Persons who have mastered the educational programs of higher education are accepted;

2.3 Applicants for the EMBA educational program submit the following documents to the S. Seifullin KATIU:

1) an application addressed to the Chairman of the Board-Rector of S. Seifullin KATIU in the prescribed form;

2) document on higher education (original);

3) a copy of the identity document;

4) six 3x4 photos

5) medical certificate form 075/y;

6) certificate from the place of work confirming work experience.

2.4 Education documents issued by foreign educational organizations undergo the procedure for recognizing education documents in the manner prescribed by law of the Republic of Kazakhstan in accordance with the Rules for recognizing education documents approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated June 12, 2023 No. 268 after enrolling persons within 1 (first) academic period of study.

2.5 To receive documents and organize entrance exams at the S.Seifullin KATIU, an admission committee is created. The Chairman of the selection committee is the Chairman of the Board-Rector. The composition of the selection committee is approved by order of the Chairman of the Board-Rector;

2.6 For applicants to EMBA, the selection committee shall:

1) advising applicants on the chosen educational program, familiarization with the entrance exam procedure.

2) organization of reception and verification of documents received;

3) organization of the entrance exam for the educational program.

3.7 Acceptance of applications for EMBA is carried out by the selection committee of the S. Seifullin KATIU from July 1 to July 8, October 28 to November 10 of the calendar year.

CT, entrance exams are held from August 8 to 16, from November 18 to December 11 of the calendar year.

### **3 Procedure for conducting entrance exams at EMVA KATIU named after S. Seifullin**

3.1 Persons entering the EMBA educational program and admitted to the entrance exams pass the exams in two stages:

- oral exam in the discipline "Management."
- personal interview (preferably the presence of letters of recommendation when passing the interview).

3.2 The schedule of entrance examinations shall be approved by the Chairman of the Board-Rector or a person acting as such and shall be brought to the attention of documents received before the start of acceptance.

3.3 The Examination Committee shall be formed from the faculty, employees of S.Seifullin KATIU, who have an academic degree of Doctor or Candidate of Science or Doctor of Philosophy (PhD) degree in the relevant profile. The composition of the examination committee, indicating their chairmen, is approved by order of the Chairman of the Board-Rector or a person acting as such

3.4 The results of the entrance exam are announced on the day of their holding.

The results of the entrance exam are drawn up by the list of grades and the protocol of the commission in any form, which are transferred to the responsible secretary of the selection committee to announce the results. The minutes of the commission shall be signed by the Chairman of the Management Board-Rector or by the person acting for him and all the members of the commission present.

3.5 Retaking of entrance exams is not allowed.

### **4. Procedure for enrollment in the EMBA educational program**

4.1 Enrollment of persons to the EMBA educational program on a paid basis is carried out based on the results of the CT by the selection committee. Passing score - at least 30 points.

4.2 Enrollment is made until August 28 of the calendar year.

4.3 The enrollment order shall be approved by the Chairman of the Management Board-Rector.

Abbreviations used in this Regulation:

EMBA - (Executive MBA) educational training program for business professionals with experience in managerial positions.

OVPO - educational organization that implements educational programs of higher and (or) postgraduate education;

S.Seifullin KATIU - S.Seifullin Kazakh Agrotechnical Research University;

-CT - comprehensive testing

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