



NAZARBAYEV
UNIVERSITY

**Admission Policy and Procedures to the Executive Master of Business
Administration program of the Graduate School of Business of the autonomous
organization of education Nazarbayev University**

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Section 1. Purpose and Application

1.1. These Admission Policy and Procedures to the Executive Master of Business Administration program of the Graduate School of Business of the autonomous organization of education Nazarbayev University (hereinafter - the Policy and Procedures) establish the policy and procedures for the management and compliance during the admission process.

1.2. These Policy and Procedures are applied to the autonomous organization of education Nazarbayev University (hereinafter – the University) and its applicants applying to the Executive Master of Business Administration program of the Graduate School of Business of the University.

Section 2. Terms / Definitions

2.1. Basic definitions and abbreviations used in these Policy and Procedures are:

1) **Admissions Committee** – an advisory and consultative body of the University established to implement arrangements for admission to the Executive Master of Business Administration program;

2) **Admissions Office** – a unit of the University designated to facilitate admission to the Foundation, undergraduate, Master's and PhD programs of the University;

3) **Admission period** – a set of deadlines for applying to the University, which includes online application, documents review, evaluation processes and enrollment, which may consist of one or more admissions rounds;

4) **Applicant** – a citizen of the Republic of Kazakhstan, a foreign citizen or a stateless individual taking part in the selection process;

5) **Application form** – a form to be filled by an applicant for admission to the Executive Master of Business Administration program posted in the Personal account;

6) **Conditional admission/enrollment** – a type of admission/enrollment of applicants to the Executive Master of Business Administration program with a term or terms specified in the meeting Minutes at the stage of admission and/or in the Decision on enrollment at the stage of enrollment;

7) **Enrollment confirmation form** – a form filled and signed by an applicant upon receipt of notification on admission to the Executive Master of Business Administration program, which is the reason for enrollment, or exclusion from enrollment to it;

8) **External expert** – a representative of other school of the University or a Partner Institution under the relevant Agreement or an internationally recognized university or research institute, which has relevant resources (intellectual, scientific, methodological, educational, technological, technical, human) and implements its activities in one or several of the following spheres: scientific-research, modern methodology and education technology, development and implementation of educational programs, etc., that is involved in conducting reviews and evaluations of



applicants, as well as serving as external readers or evaluators to assure quality assurance;

9) **Graduate of the University** – a person who obtained an academic degree from the University;

10) **IELTS** (International English Language Testing System) – a standardized English proficiency test. The only version of IELTS (hereinafter - “IELTS”) test accepted within the admission and selection process is the Academic IELTS, which is intended for Applicants planning to study in English. IELTS Online test is not accepted within the admission and selection process;

11) **Personal account** – online service providing a personal space on the University website (admissions.nu.edu.kz) upon application;

12) **Program** – Executive Master of Business Administration;

13) **Representative of the School** – faculty, administration or leadership of the Graduate School of Business involved in managing academic and administrative functions within the University;

14) **School** – the Graduate School of Business of the University;

15) **Strategic Partner** – an organization approved by the authorized body of the University, having relevant resources (intellectual, scientific, methodological, educational, technological, technical, human) and implementing its activities in one or several of the following spheres: scientific-research, modern methodology and education technology, development and implementation of educational programs, etc., or other competent authority of the University as a Partner Institution to perform a basic or auxiliary advisory role in relation to the University, its Schools and/or subsidiaries in providing educational and/or research services under the relevant Agreement;

16) **Test Certificate** – standardized internationally recognized test results required for admission to the University based on the Program requirements;

17) **TOEFL** (Test of English as a Foreign Language) – a standardized English proficiency test developed by the Educational Testing Service (ETS). The only version of TOEFL accepted within the admission and selection process is TOEFL iBT test (hereinafter – TOEFL). TOEFL iBT Home Edition is not accepted within the admission and selection process.

2.2. Terms not defined in these Policy and Procedures shall be defined by the internal documents of the University.

2.3. The School shall follow these Policy and Procedures during the admissions process for all Program applicants.

Section 3. Main Provisions

3.1. Minimum Admission Requirements

3.1.1. Admission to the Program shall be on a competitive basis except for the case indicated in Clause 3.5.12. of these Policy and Procedures.



3.1.2. In order to be eligible for inclusion in the selection process for admission to the Program all applicants must meet the provisions of these Policy and Procedures.

3.1.3. Applicants applying to the Program are expected to have:

- 1) diploma with transcript of Undergraduate degree (bachelor's degree or equivalent);
- 2) a scanned (or electronic) copy of the report of IELTS or TOEFL if it was requested by Admissions Committee according to Sub-clause 2) of Clause 3.1.4. of these Policy and Procedures;
- 3) 2 (two) essays;
- 4) 2 (two) confidential letters of recommendation;
- 5) CV/resume;
- 6) documented proof of work experience.

3.1.4. The level of language proficiency:

1) Applicants are required to demonstrate proficiency in English or Russian languages. The Admissions Committee evaluates language proficiency based on official academic documentation (university's official certificate, diploma, or transcript) or an interview.

2) The Admissions Committee may request additional evidence, including Test certificates (IELTS or TOEFL), if the provided documentation or interview results does not clearly confirm sufficient proficiency. A recommended minimum requirement for English language proficiency test reports for admission to the Program is an overall IELTS test score of 6.0 (with sub-score requirements no less than 6.0 for writing, for speaking, reading and listening - 5.5 each section), or the equivalent TOEFL score as posted on the ETS website.

School recognizes that some exceptional Program applicants with lower IELTS or TOEFL scores will bring other valuable attributes (outstanding professional experience, unique academic background, or significant achievements) to the Program. Therefore, the Admissions Committee may accept these applicants with IELTS or TOEFL scores lower than specified based on the Admissions Committee's relevant decision recorded in the minutes. To support such applicants, simultaneous Russian translation and translation of in-class materials will be made available.

3.1.5. Test certificates are considered valid if their results do not expire by the date of application submission by applicants.

3.1.6. Applicants recommended for admission must verify final transcripts of degree diplomas based on one of the following options:

- 1) official hard copy sent directly to the School via post mail by previous institution of study;
- 2) official soft copy sent directly to the School email address from corporate email address of the previous institution of study;
- 3) official final transcript provided to the School or verified through official digital credential services;
- 4) applicant provides a hard copy of an official final transcript of a degree diploma to the School.



The original hard copy will be returned to the applicant/student upon verification by the School.

Diplomas and transcripts of the Graduates of the University should be verified by the University system.

3.1.7. In case of impossibility to fulfill options mentioned in Clause 3.1.6. of these Policy and Procedures, the following options can be considered:

1) provision of a scan copy of a certificate of recognition of a diploma, except for graduates of Bolashaq International Scholarship, issued by the legal authorities of the Republic of Kazakhstan;

2) provide a scan copy of an apostille document by a foreign educational institution;

3) provide a scan copy of notarized diploma and transcript.

3.1.8. The relevance of the academic and experiential background, and the equivalency and appropriateness of earlier degrees, will be determined by the Admissions Committee.

3.2. Application Process

3.2.1. Applicants applying to the Program are required to:

1) accept the consent for personal data processing and fill out and upload the online Application form posted in the Personal account;

2) upload to the Personal account scanned (or electronic) copies of the documents required in accordance with the minimum admission requirements of a Program defined in Appendix to these Policy and Procedures by the set deadline. IELTS/TOEFL test certificates are verified through recognized verification services by the School.

3) pay the non-refundable application fee unless exempted by the Managing Council of the University. The amount of application fee is set by the University internal documents.

3.2.2. The Admissions Committee and/or Admissions Office may request additional documents, when necessary.

3.2.3. All submitted documents shall be in English or with notarized English translation, if other not specified in the application package checklist.

3.2.4. Providing false and/or incomplete information will result in exclusion from the selection process or dismissal from the University in the case of enrollment. Applicants who falsify documents or violate test/interview procedure requirements shall be disqualified from the selection process or dismissed from the University in the case of enrollment and are not allowed to apply to University programs of any level for any type of funding in the future.

3.2.5. Submission of a complete application package and meeting minimum admission requirements does not guarantee admission to the Program.

3.2.6. The Admission period to the Program is set by the Dean of the School or his/her designated person upon consultation with the Admissions Office and deadlines of Admission periods are published on the website of the University.



3.2.7. Documents of enrolled students required by these Policy and Procedures and submitted to Applicant's Personal account during the Admission period are available to the Office of the Registrar in electronic format and used for formation of student's personal folder.

3.2.8. Any documents of enrolled students are not subject to return.

3.3. Admissions Committee

3.3.1. The Admissions Committee is authorized to review applications, evaluate Applicants and make recommendations with respect to admissions decisions.

3.3.2. The Admissions Committee members are responsible for ensuring that the admission procedures comply with these Policy and Procedures.

3.3.3. The Admissions Committee shall consist of at least 5 (five) voting members: representatives of the School with the possibility to include representative(-s) of the Strategic Partner and External expert(s).

3.3.4. The Admissions Committee shall have either one or two Co-Chairs. As a standard practice, one Co-Chair shall be appointed from among the School voting members. If requested by a Strategic Partner, a second Co-Chair may be appointed from among the Strategic Partner voting members.

Members of the Admissions Committee, including the Co-Chair(s) shall be appointed by Decision of the Provost of the University or his/her designated person.

The activities of the Admissions Committee are overseen by the University-appointed Co-Chair.

3.3.5. In addition to voting members, the Admissions Committee may include non-voting representatives.

3.3.6. The Secretary of the Admissions Committee shall be appointed by the Decision of the Provost of the University or his/her designated person based on the recommendation of the Dean of the School. The Secretary is a non-voting member of the Admissions Committee. In the absence of the Secretary of the Admission Committee, the Co-Chair appoints the replacement Secretary with indication of such replacement in the Admissions Committee meeting minutes.

3.3.7. The Secretary of the Admissions Committee is responsible for:

- 1) accuracy of information containing the Admissions Committee meeting minutes;
- 2) coordination of activities of the Admissions Committee, and organization of the Admissions Committee meetings;
- 3) execution of the Minutes of the Admissions Committee meetings;
- 4) authenticity of languages of the Minutes of the Admissions Committee meetings;
- 5) maintaining applicants' application packages and interview evaluation results (where applicable);
- 6) preparation of admission and rejection letters;
- 7) close cooperation and interaction with the Admissions Office on admission issues;



- 8) collecting signature(s) and registration of the Minutes;
- 9) responsible for the safety of Minutes until being transferred to the University Joint Archive;
- 10) implementation of other activities in accordance with the instructions of the Admissions Committee.

3.3.8. Each applicant for admission to the Program shall be evaluated individually, fairly, comprehensively and consistently by the members of the Admissions Committee. In this regard, the Admissions Committee members shall develop and adopt the most effective methodology (selection criteria) which will identify applicants whose life experiences, personal attributes, past academic achievement and career goals conform to those of the School and who are expected to contribute to, and benefit from, the School's learning environment.

Selection criteria must be applied equitably during the interview and selection processes.

3.4. Admissions Committee Meetings

3.4.1. Meetings of the Admissions Committee for the Program shall be held as needed during the Admission period with a quorum, defined as the simple majority of the Admissions Committee voting members present.

3.4.2. The Admissions Committee may take votes and make decisions in the meeting through conference call, video-conferencing or in other interactive ways. Such participation shall be recognized in determining the quorum. The means of interactive participation of a voting member of the Admissions Committee shall be indicated in the minutes of the meeting.

3.4.3. Decisions of the Admissions Committee shall be taken by a simple majority of the votes of those voting and counted in determining the quorum.

3.4.4. Decisions of the Admissions Committee are final and recorded in the Minutes of the meeting(-s) by the Secretary of the Admissions Committee according to the specified requirements for preparing Minutes of meeting at the University. The working language of the Admissions Committee meetings is English. The Minutes in English and Kazakh shall be signed by the Co-Chair from University and the Secretary of the Admissions Committee or their designee(-s).

3.4.5. Decisions of the Admissions Committee are not subject to appeal.

3.4.6. The Minutes of the Admissions Committee meetings are confidential and are not subject to dissemination to the third parties, except for employees of the University in the frame of their duties.

3.4.7. All minutes of the Admissions Committee meetings are duly stitched, numbered, scanned and bound by the Secretary of the Admissions Committee, registered and transferred to the University Archive. Scanned copies of signed Minutes shall be provided to the Admissions Office prior to the start of the academic year according to the academic calendar of corresponding academic year.

3.4.8. The Admissions Committee members, Secretary and non-voting members, who participate in the selection process (for example, interviewing), must



be familiarized and comply with the internal documents on conflict of interests and confidentiality of the University.

3.5. Admission Terms and Procedure

3.5.1. The selection process for admissions to the Program consists of the following stages:

1) First Stage – the School screens applications packages and checks that there is evidence of qualifications required by the Program. The School ensures that all required documents have been received before applicants can progress to the Second Stage of the selection process;

2) Second Stage – applicants will be interviewed either in person or via videoconference by qualified interviewers assigned by the Co-Chair of the Admissions Committee. Interviewers will add their evaluation to the applicant's file.

As necessary, the Co-Chairs of the Admissions Committee have the right to assign interviewers from the faculty, staff, alumni, students or any other qualified representatives of the School and/or Strategic partner.

3) Third Stage – Applications will be fully evaluated by two readers. The readers will add their evaluation to the applicant's file.

The Co-Chairs of the Admissions Committee have the right to assign readers from the faculty, staff, alumni, students or any other qualified Representative of the School and/or a Strategic partner.

4) Fourth Stage – The Admissions Committee will review the applicant's admission file and make decision on all applicants.

The Admissions Committee may, at its discretion, add additional requirements to the admissions process.

3.5.2. Upon the request of the Admissions Committee, incomplete applications may be progressed to further consideration.

Applications not progressed to the Second Stage will be rejected by the School. All applicants progressed to the Second Stage may only be rejected by the Admissions Committee.

3.5.3. After reviewing the application materials and interview results, the Admissions Committee recommends successful applicants for admission to the Program either unconditionally or on a conditional basis.

3.5.4. Applicants recommended to the Program will receive notifications about the decision of the Admissions Committee. For applicants recommended for admission, admission offers will be prepared by the Secretary of the Admissions Committee of the School online in the Personal account and/or signed by the Dean or designated person, and sent by the School. The admission offer can be revoked by the decision of the University prior to enrollment. Rejected applicants will be notified of the Admissions Committee's decision.

3.5.5. The Admissions Committee shall place on a waiting list applicants who meet the admission requirements, but are not admitted to the Program due to limits in the number of available places. Applicants on the waiting list will be reconsidered according ranking by the Admissions Committee at a later stage. If a place in the



Program becomes available before the Program begins, the Admissions Committee may offer admission to applicants from the waiting list according to ranking through an admission offers.

3.5.6. In case of impossibility to arrange/take either of required entry examinations due to valid excuses (natural disasters, quarantine measures, closure of testing centers and etc.) the Admissions Committee is entitled to replace main exams indicated with other exam alternatives. In doing so, the Admissions Committee develops and approves effective selection methodology and evaluation criteria by indicating in meeting Minutes and informing the Admissions Office via memo.

3.5.7. Applicants recommended for admission by the Admissions Committee who received admission offers must notify the University by accepting or refusing the admission offer in accordance with dates written in the admission offer by signing the Enrollment confirmation form. Otherwise, applicants will not be enrolled in the Program, and admission offers may be extended to applicants from the waiting list based on the decision of the Admissions Committee.

3.5.8. Applicants, who are not recommended for admission, are notified via email with a rejection decision.

3.5.9. The decision on Enrollment shall specify the source of funding for each admitted applicant.

3.5.10. Enrollment will be formalized by the decision of the Provost of the University or his/her designated person based on the recommendations of the Admissions Committee and written or electronic notification of acceptance into the Program from the applicants.

3.5.11. The Admissions Committee recommends conditional enrollment based on evidence that an applicant will provide the document(-s) indicated in Clause 3.1.3. of these Policy and Procedures by specified date. The decision on enrollment shall prescribe the period within which an applicant shall provide the necessary documents to the University.

The minutes of the Admissions Committee will record:

- 1) reasons for granting conditional admission/enrollment;
- 2) timeline for the fulfillment of terms of conditional enrollment, which cannot be more than one year from the date of enrollment.

To change the status of a conditionally enrolled student, all terms must be fulfilled. In the event of failure to fulfill the terms of conditional enrollment, the student will be dismissed from a Program.

If the applicant meets the conditions, School will recommend changing the status of the applicant from conditional to unconditional by notifying and forwarding the applicant's missing document(-s) to the Admissions Office.

3.5.12. Deferred admission can be granted for one academic year by the Admissions Committee with the approval of the Dean of the School. In exceptional cases, applicants who have not submitted all required documents may also be considered for deferred admission, provided they submit the missing documents within a specified deadline set by the Admissions Committee indicated in the meeting Minutes. Failure to meet this deadline may result in the cancellation of deferral.



3.5.13. Issues not covered by these Policy and Procedures shall be resolved by the Admissions Committee in cooperation with the Admissions Office and resolution of these issues must be included in the respective meeting Minutes.

Section 4. Waiver

4.1. Only the Approving Authority is eligible to grant a Waiver from a certain provision of these Policy and Procedures, upon approval of Academic Council and Managing Council of the University sequentially as long as it does not violate academic calendar deadlines. A Waiver shall be granted only for a certain period and in the exceptional circumstances as defined in the internal documents of the University.

Section 5. Temporary Provisions

5.1. Not applicable.

Section 6. Revision

6.1. This Policy and Procedures shall be revised every three years or if needed.

Section 7. Related Documents

7.1. Law of the Republic of Kazakhstan “On the Status of Nazarbayev University, Nazarbayev Intellectual Schools and Nazarbayev Fund” dated January 19, 2011 No. 394-IV.

7.2. Charter of the autonomous organization of education Nazarbayev University approved by the decision of the Supreme Board of Trustees dated 18 April 2013 No. 2.

7.3. Policy for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University approved by the decision of the Executive Vice President dated September 29, 2022, No. 83-Н/Қ.

7.4. Procedures for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University approved by the decision of the Executive Vice President dated September 29, 2022, No. 83-Н/Қ.

7.5. Regulations for managing documents and information containing confidential data at the autonomous organization of education Nazarbayev University approved by the Managing Council dated July 13, 2021, No.13.07.21.



Appendix
to the Admission Policy and Procedures to the
Executive Master of Business Administration
program of the Graduate School of Business
of the autonomous organization of education
Nazarbayev University

**Application package checklist for the Executive Master of Business
Administration program:**

- 1) complete Application form;
- 2) scanned copy of valid national ID for the citizens of the Republic of Kazakhstan. If a passport was used for IELTS/TOEFL registration, a scanned copy of the passport must also be submitted;
- 3) scanned copy of a valid passport for international applicants;
- 4) scanned copy of official document confirming name change (if applicable). If a document is not in Kazakh, Russian, or English, a scanned copy of notarized translation in English must be attached;
- 5) scanned/electronic copy of CV/resume in English;
- 6) scanned copy of degree diploma(s) with transcript(s);
- 7) a scanned (or electronic) copy of the report of Academic IELTS (except IELTS Online) or TOEFL (except TOEFL Home Edition). The submission procedure is specified in Subclause 2) of Clause 3.2.1. of these Policy and Procedures, and exemptions are specified in Clause 3.1.4. of these Policy and Procedures;
- 8) scanned/electronic copy of two essays (the essay questions are available in the Application form);
- 9) two letters of recommendations (to be provided by referees electronically or in a scanned version);
- 10) scanned copy of documented proof of work experience. If a document is not in Kazakh, Russian, or English, a scanned copy of notarized translation in English must be attached;
- 11) scanned/electronic copy of corporate support/commitment letter.