

## **MBA and Admission Test: regularly asked Questions & their Answers**

1. When is MBA admission open?

MBA admission is open twice a year. Admission for Spring (February) Session starts during December every year, and admission for Fall (September) Session starts during July every year.

2. What are the eligibility requirements for admission to KUSOM MBA Program?

Nepali and non-Nepali nationals with a Bachelor's Degree or equivalent of at least three years duration in any discipline with a **minimum of 50 percent in aggregate** or **2.5 CGPA on a scale of 4** from universities recognized by Kathmandu University are eligible to apply for KUSOM MBA Program.

3. My final year results are not out. Can I apply on **provisional basis**?

If you have completed the qualifying educational level but are awaiting the final results, you may apply on a **provisional basis**, provided you have already taken the last semester or final annual examination of the program and passed all previous year/ semester papers. However, even after admission, if you fail to meet the MBA eligibility requirements, your admission will be cancelled.

4. Is **job experience** required for MBA admission?

Job experience is not a compulsory requirement for admission, but, if you have some work experience, it helps you prepare for admission procedures, and of course, later during the study program.

5. Where do I get the **application blank**?

Application blanks are available at KUSOM reception during office hours or can be downloaded from KUSOM website **[www.kusom.edu.np](http://www.kusom.edu.np)**

6. What are the **documents** required for submission along with the application blank?

Attested photocopies of transcripts of SLC, Intermediate and Under-graduate level, character certificates, original migration certificate of previous university, citizenship certificate, evaluation forms, and self-written essay should be submitted along with the application blank. KU students need not submit their migration certificates; instead, they should mention their registration numbers in the form.

7. Who should **attest** the copies of testimonials?

Government or university officials may attest the photocopies of certificates and other documents. It is even better if you get them attested by notary public license holders.

8. Where should I contact to get **approval of my earned grades** if they seem different from what is practiced in Nepal?

Your university should provide in writing the grading policies in such differences.

9. Is it necessary to **translate the credentials** which are in other than English language? Who is eligible to translate those documents?

Yes, it is necessary to translate your credentials if they are in other than English language. Authorized personnel from your university or your embassy may translate the credentials. Also, in case of degrees from foreign countries, you should provide equivalence certificate.

10. How do I find whether or not the university/college I attend earlier is **recognized by KU**?

If the college/university you attended earlier is recognized by KU, it will be mentioned in the list available at KUSOM library. Otherwise, you will have to process it for recognition from TU Examination Control Office at Balkhu. Upon the approval by TU, we will process your application.

11. Where do I submit the **application blank**?

You need to submit the application blank at KUSOM reception during office hours.

12. Can someone else submit the application blank for me?

Yes, anyone can submit the application blank, but the application blank should be properly filled with full signature of the applicant.

13. Can I submit the application blank **online**?

No, you can not submit the application blank online. You need to submit the application blank at KUSOM reception desk. The application blank can be downloaded from KUSOM website, but there is no provision of online submission.

14. How much do I have to **pay for application blank**? And, how do I make the payment?

If you collect the application blank from KUSOM reception desk, you should pay Rs 300 in cash at the reception counter while taking the application blank and submit the voucher of Rs 700 from Machapuchhre Bank (KU Fee Payment account number 2022524044147028) while submitting the documents.

If you download the application blank from KUSOM website, you need to submit the voucher of Rs 1000 from Machapuchhre Bank (KU Fee Payment account number 2022524044147028) while submitting the documents.

15. What needs to be done after submitting application blanks?

After submitting the application blanks, you need to do the following:

- Check if you are on the list of applicants selected for Management Admission Test
- Collect admit card for the test
- Sit for the written test
- Check if you are through the first phase
- Attend the second phase of the admission procedures on allocated date and time

Please refer the MBA Admission Calendar for the date and time of the activities.

16. What is the structure of **MBA admission test**?

The admission test consists of two phases:

- I. KUSOM Management Admission Test (**KUMAT**)
- II. Personal Interview and other selection measures

Applicants who are successful in the written test will be called for second phase.

17. What is the structure of **KUSOM Management Admission Test (KUMAT)**?

KUMAT will be based on GMAT format. The test consists of questions broadly in the areas of:

- a) **Verbal Comprehension** which will comprise of three papers (sentence correction, critical reasoning and reading comprehension) of 25 minutes each.
- b) **Quantitative Assessment** which will comprise of three papers (two papers on problem solving, and one paper on data sufficiency) of 25 minutes each.

A set of sample questions for KUMAT is attached with the application blank. KUMAT will be a pencil and paper based written test. The test shall consist of multiple choice items.

18. Where will be the **test center**?

The tests will be held within KUSOM premises.

19. From where do I collect the **admit card**?

You can get the admit card from KUSOM reception during office hours on specified days.

20. Is there any weightage of **previous performance**?

The admission result will be based on your performance on the Admission test and your performance on previous academic degrees.

21. Is **standard GMAT** score valid?

We do not take account of your GMAT score.

22. Can I check status online?

The list of applicants selected will be published in KUSOM website **www.kusom.edu.np**

23. How long the **KUMAT score valid**?

The test score will be valid for the current admission season only. You need to go through the admission process again for the next batch of admission.

24. What is the **score** one should earn to get through?

The score that will earn eligibility is subject to the overall performance of the group. Based on the score of all applicants, the Admission and Examination Committee at KUSOM will decide the cut off point for selection.

25. Will the score of KUMAT be disclosed?

The test scores will not be disclosed. The result will only indicate if you are selected or not.

26. Are **calculators** allowed in KUMAT?

Calculators are not allowed in the test.

27. Is there **negative scoring** system?

There is system of negative scoring. For each wrong answer, your 0.25 marks (i.e. 25 percent) will be deducted. That means 4 (four) wrong answers neutralize 1 (one) correct answer.

28. Is there any **limit of repetition/trial of KUMAT**?

There is no limit to the number of trial one can attempt before getting admission into the program.

29. What is **duration** of KUMAT?

Duration of KUSOM Management Admission Test is 2 hrs 30 mins.

30. What is the **fee structure** for MBA program?

Total fee is Rs 220,000 (including Rs 5,000 as caution money). However, this expense does not include cost of books, and accommodation, or any other personal expenses.

31. Is there is different **fee structure for Non-Nepali** participants?

The fee structure is different for non-Nepali participants. Participants from SAARC countries need to pay one and half times and participants other than SAARC countries need to pay two times more than Nepali nationals.

32. Is there **scholarship facility**? If yes, what are the criteria and process for applying for the same?

Yes, KU provides financial aid on needs basis, but under certain conditions. For the first trimester, it is purely based on needs but from second trimester onwards, one also has to maintain TGPA of 3.3 in every trimester to continue the financial aid. Those who seek this facility have to apply for the same, and submit official property evaluation documents from respective VDC or municipality fill in the financial aid form.

33. Does KUSOM provide **residential facility**?

No, KUSOM does not have residential facility at present. But, the School is planning to provide a residential facility for female participants in near future.

34. Does KUSOM provide **transportation facility**?

As various batches/groups have different class timings, it is not possible to provide transportation facility. Fortunately, the School is located in a place where one can have access to public transport to all directions throughout the day.

35. What is the **duration** of MBA program?

Total duration of MBA program is two years consisting of six trimesters, and each trimester comprises of fourteen weeks period. However, once you are enrolled in MBA program, you have a choice to complete it within five years from the date of enrollment.

36. What **teaching methodology** is adapted at KUSOM?

At KUSOM we use participatory approach of learning. We use cases, seminars, real projects, simulations and other individual and group assignments as our teaching-learning tools. The focus is on learning the concepts, applying them in their project submissions. Learning is rigorously and continuously evaluated by the faculties through assignments, class test, projects, and final examination.

37. How many **courses** do I have to take and what is the **total credit** that I can earn when I graduate?

In order to graduate from MBA program at KUSOM, you need to complete altogether 20 courses totaling 67 credit hours.

38. What is a **credit hour** and how many credits are required to complete an MBA degree?

A credit hour indicates the contact hours for a particular course. Each credit hour is equivalent to 15 net contact hours between the faculty and the student. For example, if one course is of 3 credits, it means that course must have 45 contact hours of class-room teaching during a period of 14 weeks.

39. What is **specialization/concentration** course? In which areas do you provide specialization?

Specialization/concentration courses are designed in such a way that in one area, students have in-depth knowledge. It consists of three courses in one area; each course is equivalent to three credits. Specialization course/s starts from fourth trimester. There are five specialization areas: Marketing, Finance, Human Resources, Project Management and Management Information System. The course offerings are subject to various factors like demand in the market, faculty availability, and number of students opting for a specialization area.

40. What is the idea of **dual specialization**?

Dual specialization means that you can go for two areas of specialization. KUSOM offers major and minor specialization module. Major specialization (3 courses of 3 credits each) is mandatory for all the students; whereas, a minor specialization is optional (2 course of 3 credits each) in another stream than that of major specialization. Minor specialization courses are listed in transcripts and they affect the Cumulative Grade Point Average (CGPA).

41. Do I have to **pay extra** for dual specialization?

Yes, you have to pay extra for dual specialization.

42. What is regular **class timing**?

MBA is a full-time academic degree. Generally the classes are held from 8:00am till afternoon. However, the timing may differ from trimester to trimester as per the course load and other requirements.

43. Is there any **attendance policy**?

Yes, one has to maintain 80 percent attendance for every course; otherwise, he/she will have to repeat the course when it is offered.

44. What **CGPA** is required to graduate in MBA program?

One has to maintain a CGPA of minimum 3 points (out of 4 points) in order graduate in MBA program from KUSOM.

45. What if I am not able to maintain a CGPA of 3 points?

In that case, you will have chances to improve your grade, for which you may have to repeat a course or two. But, you can repeat a course only as and when it is offered.

46. Can I **repeat** any course?

No. You can repeat only that course/s in which you have scored the lowest grade.

47. Whom do I **contact** if I still have queries?

For further queries, you may contact: Dr. Karan S. Thagunna

MBA Program Coordinator, KUSOM

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Phone: 5544078 ext 426(office);

Email: karan@kusom.edu.np