



**Business Administration Discipline
Khulna University**

Admission to the Executive MBA Program 2025-2026, 2nd Batch (Revised)

Business Administration Discipline, Khulna University invites application from the prospective candidates in its Executive MBA Program.

1. Number of seats available for admission: 35 + 5 Seats for Officers of Bangladesh Navy. *
2. Duration of the Program: 24 months minimum
3. Total fees for the program: Tk.1,78,000 (approximately)
4. Class Time: Friday only
5. Application Eligibility:
 - (v) A 04/05-year bachelor degree(s) or equivalent from any Bangladeshi university recognized by the UGC and which is not in any kind of restriction list circulated by the UGC (or Foreign University) and a minimum 02 years' professional experience (after graduation).
 - (vi) For a 03 year bachelor degree or equivalent, a minimum 03 year work experience (after graduation)
 - (vii) For the degree obtained from a foreign university must be presented with an equivalence certificate issued by the UGC.
 - (viii) A candidate must not have a 3rd Division or a CGPA less than 2.50 in any Degree/Examination.

Following experiences will be considered as professional experience

- d) Salaried employment (in Grade-10 or above as per National Pay Scale 2015 or equivalent position) in government, private, NGO, or any other registered organization.
- e) Practice as a registered independent professional such as physician, lawyer, accountant, consultant, etc.
- f) Entrepreneurs (Owner and Owner-Manager) of any registered enterprise.
 - All applicants must submit appropriate documents such as experience certificate/employment certificate and NOC (where applicable) from the employer, professional registration certificate, trade license & TIN certificate and the proof of professional experiences.
 - Admission Committee based on the above criteria and the documents submitted will evaluate and decide on the appropriateness of professional experience.

6. Selection criteria and process for admission:

Candidates will be selected on the basis of previous academic result, professional experience and an individual Admission Interview only.

Criteria	Marks
Previous Academic Attainment	40
Professional Experience	40
Admission Interview	20
Total	100

Application form Collection	From June 30, 2026 from the Office with payment of Tk. 50 during office hours or can be downloaded free of charge from www.ku.ac.bd
Application Submission	To the office of BA Discipline Office (Only office days from 9:00 am to 3:00 pm) in person or by post on or before August 18, 2026
Application Fee Tk. 2,000/-	In cash during submission of application to the office of BA Discipline or through a Pay Order (issued in favor of Chairman, MBA Admission Committee)

7. Important Dates and Relevant Information:

- Publication of the list of the eligible applicants: **August 19, 2026**
- Admission Test (Admission Interview): **August 21, 2026 at 10.00am**
- Publication of the list of selected candidates in merit and waiting list: **August 23, 2026**
- Admission from the merit list **August 24 & 25, 2026 from 11:00 am to 01:00 pm.**
- Admission from the waiting list (if any): **August 25, 2026 from 01:15 pm to 02.15 pm.**
- Commencement of class: **August 28, 2026**

8. Candidates must appear in person before the Admission Committee for the Admission Interview & during admission date.

9. In case of detection of any misleading, false and/or fabricated information and documents utilized by the applicant for the admission purpose will result in exclusion from the admission process, termination of the admission at any point of the studentship, and or other appropriate administrative and legal actions. The Admission Committee reserves all the rights to make all the decisions relating to declared schedule and process for admission at any point of time as they deem necessary; the committee reserves the right to administer appropriate actions where they deem necessary.

10. Contact for Further Information:

For further query, please contact the Office of The Head, Business Administration Discipline, Grand Floor (Academic Building-3), Khulna University, or call 01968109502 from 10.00 am to 3.00 pm.

* Applicants Eligibility criteria for the officers of Bangladesh Navy will be similar as mentioned in clause (5) above and Selection criteria and process for admission will be similar as mentioned in clause (6) above.

Head **02.08.26**
Business Administration Discipline and
Chairman, Executive MBA Admission Committee 2025-2026 (2nd Batch)

KHULNA UNIVERSITY
Business Administration Discipline
Executive MBA Program
Admission Session: 2025-2026 (2nd Batch)

Instructions relating to submission of Application Form and Admission Interview

There are 03 pages ExMBA admission application material. The first 02 pages constitute admission application form. The 3rd page is the Admit Card part for admission test. Applicant must fill in all the 03 pages with due diligence with accurate information. The first 02 pages will be retained by the office. The Admit Card part will be stamped by the office while you submit the application to the office and will be returned to you. Please note that you must collect the Admit Card while you submit your application to the office. **Without a duly stamped Admit Card, no applicant will be allowed to appear at the Admission Interview.**

With the duly filled admission application form the following documents must be supplied and

1. Affix two recent passport size photographs on the specified boxes in the admission application form and the Admit Card.
2. Attach photocopies of all the mark sheets and/transcripts of SSC/HSC/Bachelor/Master (or equivalent examinations) examinations and equivalence certificate (in appropriate case only).
3. For the salaried employment, please attach the copy of the Experience/Employment Certificate from the employer/employers with the application form. Experience/Employment Certificate must indicate employment position, joining date and ending date (continuity in appropriate case) clearly and must be signed by the competent authority. In case of independent professional practice, self-employment as entrepreneur you must submit an appropriate documentation from competent authority which will clearly indicate the registration/approval number and date of your professional practice/entrepreneurship along with your name there. For example, Trade License, Professional Registration and Practice Approval and other similar kind of document. Please only attach photocopy of such appropriate document and retain the original document with you.
4. Please attach photocopy of your NID with the application form.
5. Please attach the documents 1-4 with the Application Form and pin them together carefully. Please don't pin the Admit Card with the Application Form.

Your application must be submitted (or reached) to the Office of the Head, Business Administration Discipline latest by **3.00 pm, August 18, 2026** Please note that no application form will be received after this deadline.

Admission Test will be conducted in the form of admission interview with the individual applicants. **Individual applicant must physically appear before the Admission Committee for the Admission Interview which will take place on the August 21, 2026 at 10.00am.** Admission Interview will take place at the Office of the Head, Business Administration Discipline, and Khulna University. Please report for the Admission Interview before 09.30 am on this day. For the Admission Interview please bring the following documents with you

1. Admit Card
2. All the original certificates and mark sheets and/transcripts of SSC/HSC/Bachelor/Master (or Equivalent examinations) examinations.
3. Original Employment/Experience Certificate or Documentary Proof of Profession
4. NID

Please find the Application Form and Admit Card Form in the following pages. Please print them and fill