

DECREE OF THE PRESIDENT of the
NATIONAL UNIVERSITY OF MONGOLIA

Date: 07 March 2016

Number A/53

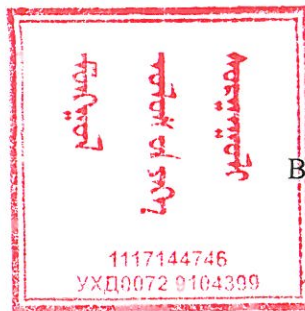
Ulaanbaatar city

APPROVAL OF PROCEDURE

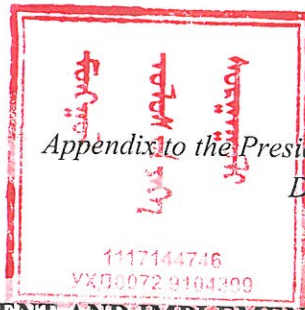
Whereas, in accordance with 4.5.8.3 of NUM regulations and the minute of a meeting of General Curriculum Committee, NUM dated 25 February, 2016, the President hereby DECREES:

1. The "Minors Procedure Development and Implementation" is approved as an Appendix;
2. The Office of the Registrar (Undram Ch.), Head of Information Technology Division (Baatarbileg A.) and Deans of schools and the Offices of Academic Affairs are assigned to monitor and ensure the process of implementation of the Regulations.

PRESIDENT



BAT-ERDENE R.



Appendix to the President decree No. A/53
Dated 07 March 2016

MINOR PROCEDURE DEVELOPMENT AND IMPLEMENTATION

One. General terms

1.1. The procedure regulates the relations pertinent to minors that enable the matriculated students of the National University of Mongolia (NUM) to broaden their educational opportunities. Should any concern not regulated under this procedure shall be subject to the resolution by General Curriculum Committee, NUM.

1.2. Development, adoption, amendments and implementation of the minor curriculum shall be adherent with the respective Procedure of Curriculum Committee, the Academic Regulations of NUM as well as this Procedure.

1.3. A minor curriculum refers to the non-degree education program that is designated to the matriculated students to build systematic knowledge and competence as related to or complement a student's major, or it may be in a completely different academic/professional area.

Two. Development of minors procedure

2.1. The minor curriculum shall be as disciplinary based under the baccalaureate program as approved and implemented by the General Curriculum Committee of NUM.

2.2. The study plan of the minor curriculum consists of the "core" and "major" courses of a major curriculum, and covers minimum of 30 credit hours (3.6.11 of Academic Regulations).

2.3. The minor curriculum consists of the objective, content, academic study environment, and special requirements to students (Form 1), including:

2.3.1. Objective of a curriculum: systematic knowledge and competence designated to a matriculated student;

2.3.2. Curriculum content: study plan and curriculum;

2.3.3. Academic Study environment: adequacy of professors/teachers' staff, auditoriums and laboratories;

2.3.4. Special requirements: upon the features of a minor curriculum, requirements can be made by a respective department (on basic knowledge and competence examination and so on).

Three. Conduct of training on minors' curriculum

3.1. The minors' curriculum shall be collectively implemented by the professional Department and the Department of academic affairs.

3.2. Students may earn up to two minors as complementary to their major and shall count toward requirements per curriculum /3.6.11 and 4.5.9 of Academic Regulations, and 2.3.4 of this Procedure/.

3.3. The matriculated students of NUM who have taken full General Education and Core courses, and one third of Major Course credit hours with not less than 2.6 GPA /grade point average/ shall submit the minor enrollment application (Form 2) either in March or October.

3.4. Courses successfully taken in accordance with the plan of study and included in the minors' curriculum shall be counted. The scoring of a minor course not covered by the plan of major study shall not be counted toward GPA.

3.5. The students enrolled in minor program shall study with the students of the major program and be adherent to the 4.5.9 of the Academic Regulations that states "credit hours not to exceed 21 per semester."

3.6. While being enrolled in the minor curriculum, the students may submit a request to continue studying two professional courses simultaneously.

3.7. In case if the demand for the double major curriculum (amount of students who submitted applications) exceeds factual prospects, the student's GPA shall be criteria for the adjustment.

3.8. The students successfully completed the curricula shall be granted "Certificate of Double major Curriculum". Name of the Curriculum, list of achievements, their credit hours and GPA shall be recorded in the Certificate, but GPA shall not be specifically assessed. The Certificate sample is adopted by the Office of NUM Registrar.

3.9. On the request of the undergraduate students, who have not completed the double major curriculum on time, the courses completed successfully shall be considered as courses of free choice, or students may be granted certificates upon graduation within 1.5 years of study of the major courses.

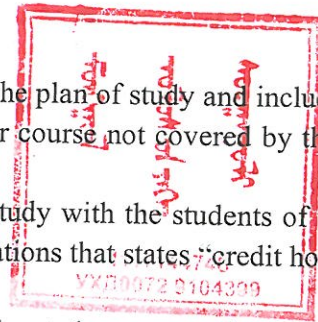
Four. Miscellaneous

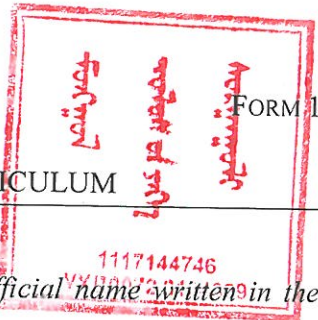
4.1. The fees for the basic services and credit hours of the double major curriculum shall be set by the amount in proportion to that academic year tuition fee and the student are due in compliance with the clause 4.13.6 of the Academic Regulations.

4.2. The post graduate students enrolled in the double major curriculum shall be assigned to the school that is implementing the double major curriculum, and bear tuition fees for the main service and credit hours.

4.3. On receipt of the "Certificate of the Double major Curriculum" the students shall be liable for the tuition fees pursuant to the clauses 4.12 and 4.13 of the Academic Regulations.

4.4. Faculty/Department and Department of Academic Affairs shall maintain control over the implementation of the applied curriculum, assess the results, and carry out monitoring and record thereof in the department and branch school reports.





SAMPLE FORM OF THE DOUBLE MAJOR CURRICULUM

I. General Information

Name of the Double major Curriculum: (Official name written in the License)

Corresponding major curriculum, index:

Purpose of the curriculum: (efficient knowledge and skills provided under Applied Curriculum)

.....

Curriculum field: (name of the department and school responsible for this curriculum)

.....

II. Related/ additional information

Study environment: (professors/teachers' staff, accessibility to auditoriums, laboratories)

Information on teachers' staff

	Scientific degree	Total amount
Full staff teachers/professors		
Part-time teachers and assistant teachers		
Total		

Information on auditoriums and laboratories for the major programs

	Amount of auditoriums	Amount of seats
Auditoriums/ class rooms		
Laboratories/ cabinets		
Total		

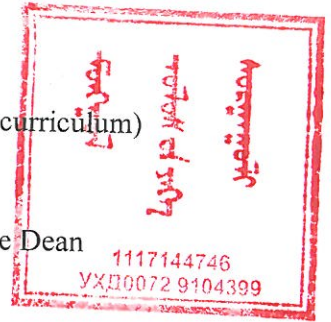
Students enrolled in the major programs

	1	2	3	4	Total
Level					

II. Program content: (academic plan, course curriculum)

Component of the curriculum Adopted by the Order of the Dean

Revised by: Head of the Office of NUM Registrar



Date: 20... (year) (month).... (day)

NATIONAL UNIVERSITY OF MONGOLIA
 COMPONENT SCHOOLFIELD

ACADEMIC PROGRAM
 (Courses of the Applied Curriculum)

Name of the applied profession:

Total credit hours: 30 ≤

№	Course Index	Course name	Credits	Semester
A. Compulsory courses				
B. Courses of choice				
Total credit hours			30 ≤	

Requirements to students:

..... Head of the Department Program Sub-committee (.....)

..... Head of the School Department of Academic Affairs (.....)

Form 2

APPLICATION FORM OF THE APPLIED CURRICULUM

1	Student Surname, Name		
2	Student number		
3	Registration number		Gender:

