

**DECREE OF THE PRESIDENT OF THE  
NATIONAL UNIVERSITY OF MONGOLIA**

Date November 13, 2015

№A/334

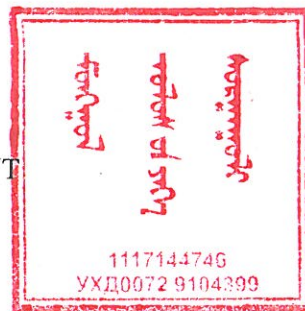
Ulaanbaatar City

**Approval of the revised Admission Procedures for  
Part-time Undergraduate Students**

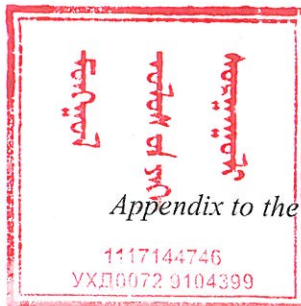
Pursuant to the resolution of the Board of Trustees of the National University of Mongolia, in accordance with the provision 8.1 of the Law of Mongolia on Higher Education, the provision 4.5.8.3 of Academic Policies and Procedures of the National University of Mongolia, the president of the National University of Mongolia hereby orders:

1. To adopt the “Admission Procedures for part-time undergraduate students at NUM” in an annex.
2. The Director of the University Office of the Registrar (Ch. Undram), the head of the Information Technology department (A. Baatarbileg), and deans of related schools shall monitor implementation and organize admission procedures according to present Procedures.
3. With respect to the present decree the “Admission Procedures for part-time undergraduate students in 2015” shall be deemed invalid.

NUM PRESIDENT



R. BAT-ERDENE



Appendix to the President decree No. A/334

Dated 13 November 2015

## THE ADMISSION PROCEDURES FOR UNDERGRADUATE PART-TIME STUDENTS

### One. General provisions

1.1. The National University of Mongolia (NUM) shall adhere to the Student Admission Procedures approved by the order A/79 of the Minister of Education, Culture and Science in 2013, and to the present Procedures to enroll part-time and correspondence undergraduate students.

1.2. The objective of present Procedures is to regulate registration of applicants to part-time and correspondence undergraduate programs at NUM, administration of entrance tests and the Admission Commission activities.

1.3. A prospective undergraduate part-time student applying for admission shall be referred to as *an applicant*; an applicant who met the admission requirements and is included in the enrolment quota - *an enrolled student*; the online registration system - *a registration system* hereafter. An enrollment commission appointed to organize the admission process shall be referred to as an *Admission Commission*; staff participating in organizing the enrolment process - *the commission members*.

### Two. Admission commission

2.1. The enrollment process shall be organized by the Admission Commission and Sub-commissions.

2.2. The Vice President for Academic Affairs is appointed as the head of the Admission Commission; the head of the University Registrar Office is appointed a secretary of the General admission commission; deans of the schools, the head of the Information and Technology Division, the senior officer in charge of Academic Affairs of the University Registrar, an officer in charge of admission, graduation, and registration are appointed as the admission commission members. The deans of the schools are appointed as heads of sub-commissions, the Head of the Academic Affairs Office of a school is appointed as a secretary of the commission of the school, heads of the departments or units and officers in charge of admission, graduation, registration are the commission members.

2.3. The General Admission Commission shall provide subcommittees with guidelines and monitor their activities.

2.4. The subcommittee is responsible for preparing entrance examination materials, administering and assessing the exam, reporting and entering the results into the system.

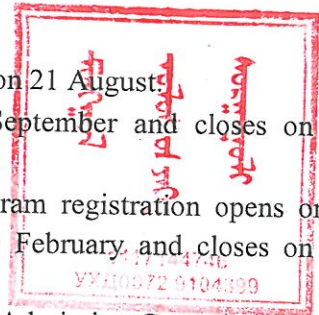
2.5. Issues that are not regulated by present Procedures shall be addressed by the Admission commission meeting.

### Three. Admission registration

3.1. Applicants with a BA degree shall be accepted in the NUM part-time programs (the programs are shown in tables 1, 2).

3.2. Registration for admission in part-time programs shall be conducted online only according to the following schedule:

- Part-time program registration: opens on 1 June, closes on 21 August
- Correspondence programs registration: opens on 1 September and closes on 21 September
- As for the Zavkhan School, the correspondence program registration opens on 1 September and closes on 21 September, opens on 10 February and closes on 03 March.



3.3. Based on the sub-commissions' proposal the General Admission Commission shall approve programs to be offered in the given academic year, names and types of examinations, dates and the student quota, which shall be announced one month prior to the registration closing date on web pages <http://num.edu.mn>, and <http://burtgel.num.edu.mn>.

3.4. Applicants shall submit their personal and other required information (an email address, a log-in password) in the registration system of the National University of Mongolia as directed in the guidelines.

3.5. Applicants shall fill in the application form online and attach copies of the following documents in e-form:

- Diploma and transcripts of the previously obtained Bachelor's degree
- National ID card or an equivalent document
- Passport photo (see the photo requirements from the system)

3.6. Application fees shall be collected in accordance with the "Academic Service Fee Assessment", approved by the NUM president decree of the current year.

3.7. Applicants may apply for more than one program and take entrance exams, but shall be admitted to one program after passing entrance exams.

3.8. Upon selection of a program, a registration fee shall appear. Applicants shall pay the given amount of fees online, after which submission of the application shall be confirmed.

3.9. The registration fee shall not be refunded.

Four. Entrance exams

4.1. Applicants shall take respective entrance exams in selected programs.

4.2. The entrance exam shall be in a test or other forms.

4.3. Information about the form of the exam, its date and time shall be placed on the webpage <http://burtgel.num.edu.mn> and on the NUM website one week prior to the exam date.

4.4. An applicant shall be deemed to have fulfilled the NUM entrance requirements if he /she obtained 60 or over percent of the total examination score. Total scores received shall be calculated as follows:

- The total score of an exam, if only one exam was taken;
- If two exams were taken, the total score is calculated with the ratio of exams as 70:30. In other words, the total score equals a sum of scores received by multiplying the score for the 1<sup>st</sup> exam by 0.7, and that for the second exam by 0.3.

Five. Granting admission

5.1. Examinees are put in a list according to their total exam scores (see provision 4.4) and are admitted with regard to the quota. The grade point average (GPA) of the previous diploma will be considered if applicants' total scores are identical.

5.2. After examinations all examinees shall be notified about the admission results.

5.3. Successful applicants shall submit the following documents in a sealed folder to the Academic Affairs Office of the respective school within the due date:

- National identity card or an equivalent document and its copy (both sides copied on one side of paper)
- Previous diploma and academic transcripts (original copy)
- Passport photo 2 copies, a soft version of the photo for the student ID card (photos must be taken within the last 3 months)
- An officer of the Academic Affairs office shall grant the admission certificate after checking registration information with the original documents.



#### Six. Other

6.1. Since applicants shall be admitted to one program only, the subcommittees shall coordinate their decision about the enrolment with this process.

6.2. The planned program shall be cancelled if the total number of applicants is less than 20, the registration fees shall be refunded.

6.3. If an applicant submits fake documents for entrance, the university shall not admit the applicant. If after admission the documents are found to be forged, the student shall be excluded from the university.

6.4. If a successful applicant fails to register to the Academic Affairs office of the respective school within the set date as indicated in 5.3, he/she shall be deemed to have refused to enroll in the program and the next applicant on the list shall be enrolled.

6.5. Based on the opinions of the professional departments of the schools and the Academic Affairs Office, up to 36 credit hours of General Education courses, and up to 24 credit hours of core courses earned in the course of the previous degree studies can be transferred.

6.6. The registration website shall be accessible all year around providing prospective applicants with necessary information on admission procedures.

6.7. During the online registration period, the NUM schools will introduce their programs and provide consultation through mass media and other means of information.

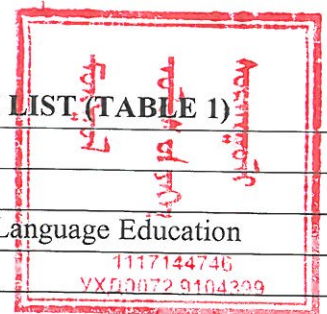
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**THE UNDERGRADUATE PART-TIME PROGRAM LIST (TABLE 1)**

NUM Schools	Programs
School of Arts and Sciences	Geology
	Teacher, Foreign Language Education
	History
Business School	Accounting
	Finance and Banking
	Marketing
	Trade
	Tourism Management
School of Law	Law
School of Applied Sciences and Engineering	Information Technology



**THE UNDERGRADUATE PART-TIME PROGRAM LIST (TABLE 2)**

NUM Schools	Programs
School of Arts and Sciences	Journalism
	Political studies
	History
School of Business	Accounting
	Trade
School of Law	Law
School of Applied Sciences, and Engineering	Meteorology
	Environmental Studies
	Statistics
Orkhon School	Accounting
Zavkhan School	Accounting
	Finance and Banking