

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

Date: 19 February 2016

No. A/38

Ulaanbaatar city

Approval of revised 2016 Full-time undergraduate admissions procedure

Whereas, in conformity with the Article No. 11.3 and 1.4 of the Law of Mongolia on Higher Education, the provision No. 1.2 of the Admission procedure approved by the Resolution No. A/79 of 2013 of the Minister of Education and Science, provision 4.5.8.3 of the regulations of NUM and the minute of Administrative Council of NUM of 19 and 26, 2016, the President hereby DECREES:

1. The revised 2016 Full-time undergraduate admissions rules approved as the Appendix.
2. The Office of the Registrar (Ch. Undram), the head of the Information Technology Division (A. Baatarbileg), and the Deans of schools and Heads of Academic Affairs Office are assigned to monitor and ensure the process of implementation of the procedure.
3. With respect to the present decree, the "2015 Full-time undergraduate admission procedure of NUM" approved by the appendix of the NUM President decree No. A/70 of 11 March 2015 shall be deemed invalid.

NUM President



R. BAT-ERDENE

**2016 FULL-TIME UNDERGRADUATE ADMISSIONS PROCEDURE OF the
NATIONAL UNIVERSITY OF MONGOLIA**

One. General provision¹

1.1. The National University of Mongolia (NUM) shall adhere to the “Admissions procedure” approved as an appendix of the Decree No. A/79 of March 18, 2013 by the Ministry of Education and Sciences of Mongolia, related legal acts and this procedure on 2016 student enrollment.

1.2. A citizen applying for full-time undergraduate program of the NUM refers as a “registered applicant”, a registered applicant listed in the enrolment quota refers as an “applicant”, online system of enrollment refers as an “enrollment system”, and working group set up for admissions coordination refers as an “Admission commission”.

1.3. The enrollment quota for full-time undergraduate program of NUM shall be set by the Ministry of Education, Culture and Science /MECS/ for applicants from Ulaanbaatar city and rural areas.

1.4. Student Enrollment Rules, assessment of the General Entrance Exam /GEE/ scores and other relevant details shall be published on website: <http://burtgel.num.edu.mn>, www.num.edu.mn.

1.5. Admissions to NUM for international applicants shall be subject to “Admissions Procedure to NUM for international applicants”.

Two. Admissions commission

2.1. The Admissions Commission component includes the Vice President of Academic Affairs as a Chairman, Head of Office of University Registrar /OUR/ as a secretary, Deans of Schools, Head of Division of Information Technology and Head of Department of Treasure and Finance as members respectively. The Admissions Sub-Commission component includes the Deans of Schools as a Chairman, Head of Academic Affairs Office as a secretary and Deputy Deans as members.

2.2. The Admissions Committee shall be in charge of coordinating enrollment procedure and related regulations.

Three. Registree requirements

3.1. Citizens willing to enroll at NUM shall be informed on these rules and register for online enrollment system.

3.2. Registered applicant is entitled to compete either in the urban or rural areas where he/she takes the General Entrance Examination (not subject to jurisdiction) held by Education Assessment Center, MECS.

¹ If an applicant with BA degree applies for part-time or correspondent undergraduate program, “Admission procedure for part-time and correspondent undergraduate program of NUM” shall be applicable, and if it is for full-time undergraduate program, the procedure shall be applicable.

3.3. Registered applicant registers for any of the following schools: School of Arts and Science, School of Engineering and Applied Sciences, Business School, School of International Relations and Public Administration, School of Law, Orkhon School and Zavkhan School of NUM. For School of Arts and Sciences, the applicant registers for disciplinary areas of Natural Sciences, Social Sciences and Humanities. The applicant may register for several aforementioned schools at his/her discretion.

3.4. An applicant shall hold the valid certificate issued by Education Assessment Center /EAC/, or shall be registered at the Education Assessment Center /EAC/ for the General Entrance Examination in 2016.

3.5. The applicant is required to ensure the accuracy of his/her personal details, e-mail address and mobile number in the system of Education Assessment Center. The NUM shall not be liable if an applicant fails to access enrollment information due to inaccurate information in enrollment system.

3.6. A citizen of Mongolia who completes general secondary education abroad and is applying for an entry to NUM shall attach the reference and evidence as a proof for overseas General Entrance examination that is equivalent to the General Education and Core Examination for a School.

3.7. Applications of the citizens with overseas general secondary education shall be submitted online and considered by the Admissions Commission as per proposal by the Admissions Sub- Commission.

Four. Enrollment application

4.1. Citizens willing to enroll at NUM shall have online registration nation-wide at <http://burtgel.num.edu.mn>. Registration period opens at 09:00a.m on April 25, 2016 and closes at 6.00p.m on June 30, 2016.

4.2. Registered applicant accesses to enrollment system of the NUM with registration ID from EAC and password, uploads required details as instructed and submits enrollment application.

4.3. Registered applicant upon the confirmation of accuracy of private details, selects the school of preference and confirms the enrollment registration fee through online (detailed instruction on online/e-payment with e-card is available at enrollment registration system).

4.4. Enrollment registration fee shall be MNT15000. No restriction is held for the number of schools selected by an applicant as per registration fee. The registration fee shall not be refunded.

Five. Selection and announcement

5.1. General Secondary School graduate who participated in the National or International Olympiads as ranked by MECS and meets the requirement of General Entrance Examination by the MECS shall be entitled for immediate enrollment in respective areas of discipline as per reference by MECS and related documents. Immediate enrollment shall be entitled to an applicant if he/she was awarded for I-YI places of National Olympiads on subjects listed in the general examination requirements of Business School, School of Law and School of International Relations and Public Administration. An applicant eligible for the requirement shall be registered for "Olympiad" category and pay registration fee in line with provision 4.4 of these rules.

5.2. The Enrollment Commission of NUM immediately downloads the General Entrance Examination results upon the official announcement of GEE by the Education Assessment Center /EAC/, conducts related calculation and tabulates the list of result per school.

5.3. Registered applicant's scorings shall be counted /calculated/ as the following. The highest points earned on a subject for general education shall be multiplied by 0.6 and (0.8 for Business School), and the highest point on a subject for "complementary" examination shall be multiplied by 0.4 (Business School 0.2) and added up to sum up. Point for general and complementary education examination shall not be lower than the threshold by MECS. The points for general education subject shall not be counted as the supplementary examination.

5.4. In case the preceding total point is equal, the percentage of General Entrance Examination /GEE/ shall be counted for ranking and enrollment entitlement. If GEE percentage is equal, Grade Point Average of Certificate of General Secondary Education shall be taken into account.

5.5. Applicants shall be informed on enrollment quota through enrollment system upon the closure of the registration procedure.

Six. Enrollment entitlement

6.1. Enrollment entitlement shall be online across the country.

6.2. An applicant registered as per provision 5.1 of these rules shall submit the Office of University Registrar the original documents and their copies confirming his/her participation in Olympiad during office hours on June 20-30, 2016 and June 30.

6.3. The enrollment entitlement shall be coordinated for a week since the date of public announcement by the Education Assessment Center /EAC/ on General Entrance Examination /GEE/ results.

6.4. An applicant listed in enrollment quota of several schools select only one school. Accordingly, his/her name is removed from the list of enrollment quota of other schools and threshold line descends by one. Subsequently, the enrollment system informs on a space availed for applicants listed in the enrollment quota.

6.5. An applicant listed in the enrollment quota accesses the enrollment system and pays the basic services fee for term I online. In case of cancellation on enrolment confirmation, no refund is allowed for basic services fee².

6.6. An applicant listed in enrollment quota shall immediately confirm his/her enrollment right within 24 hours. If confirmation fails, the enrollment shall be deemed as declined and the next applicant in ascending list shall be entitled for enrollment.

6.7. Upon the applicant confirmation on his/her enrollment, the information on regulations and rules of NUM and instructions on accessing information system is sent via his/her e-mail.

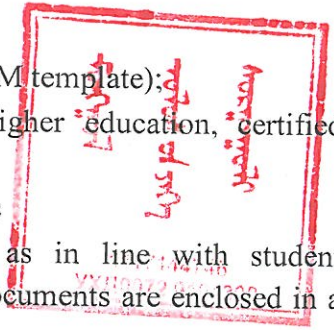
Seven. Registration of enrollment

6.1. The applicants enrolled are required to submit the following documents in person to the Academic Affairs Office of the School during office hours on 1-22 August 2016:

- ID Card or other equivalent documents (birth certificate, passport), and copies (back, front side in one page);

² Such cancellation of enrollment confirmation seriously breaches the interest of a potential applicant in ascended list; the basic services fee is required in advance as a responsible decision making. Moreover, if additional admissions procedure requires for NUM, related cost is recovered from the basic services fee.

- Admissions application form of NUM (in line with NUM template);
- Certificate of General Secondary Education (if higher education, certified documents and copies as a proof of evidence)
- Certificate of General Entrance Examination and copies
- 2 passport size photos and soft copy of photos as in line with student identification card (taken in the last 3 months). The documents are enclosed in a well-sealed folder.



Eight. Miscellaneous

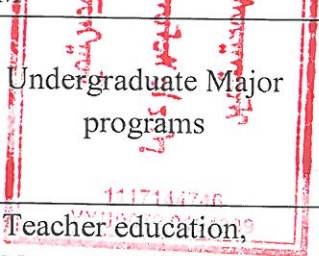
8.1. No transfer between schools or for enrollment for others is permitted.

8.2. Enrollment confirmation is made yet required documents are not submitted within the period stated in 7.1, it shall be deemed by NUM as declined and enrollment entitlement becomes invalid.

8.3. Any acts of forgery or fraudulent admissions documents are detected, no enrollment is permitted for NUM.

8.4. Throughout the online registration procedure, counselling services by Schools are provided using mass media, mobile texting, messenger, e-mail and web page.

Chart for 2016 Full-time undergraduate admissions procedure of NUM

	Schools of NUM	Entrance Examination		Undergraduate Major programs
		General Education Examination (60%)	Complementary Examinations (40%)	
1	Division of Natural Sciences, School of Sciences	<ul style="list-style-type: none"> • Biology • Geography • Mathematics • Physics • Chemistry 	English Biology Geography Mathematics Mongolian language Mongolian history Social sciences Physics Chemistry	 <ul style="list-style-type: none"> • Teacher education, Natural sciences • Teacher education, Mathematics • Remote sensing of environment • Biology • Biology resource studies • Biochemistry • Biotechnology • Geography • Land management • Geology • Geophysics • Mathematics • Physics • Chemistry • Urban and regional planning • Ecology
2	Division of Social Sciences, School of Sciences	<ul style="list-style-type: none"> • Mathematics • Mongolian history • Social sciences 	<ul style="list-style-type: none"> • English • Biology • Geography • Mathematics • Mongolian language • Mongolian history • Russian • Physics • Chemistry 	<ul style="list-style-type: none"> • Anthropology • Archeology • Social work • Sociology • Journalism • Psychology • Politics • Economy
3		<ul style="list-style-type: none"> • English • Mongolian • Mongolian history • Social sciences 	<ul style="list-style-type: none"> • English • Biology • Geography • Mathematics • Mongolian 	<ul style="list-style-type: none"> • Teacher, foreign language education • Teacher, Mongolian language- literature education

	Division of Humanities, School of Sciences	<ul style="list-style-type: none"> • Russian 	<ul style="list-style-type: none"> language • Mongolian history • Social sciences • Russian • Physics • Chemistry 	<ul style="list-style-type: none"> • Teacher education • Social sciences • Foreign language translation • International studies • History • Arts studies • Literature studies • Philosophy • Language, literature/Mongolian language, literature, Foreign language, literature/ • Linguistics/Mongolian linguistics, Foreign language linguistics/ • Religion studies
4	School of Engineering and Applied Sciences	<ul style="list-style-type: none"> • Biology • Mathematics • Physics • Chemistry 	<ul style="list-style-type: none"> • Biology • Geography • Mathematics • Mongolian language • Physics • Chemistry 	<ul style="list-style-type: none"> • Environmental conservation technology • Bioengineering • Computer network • Computer sciences • Material science /Hydrology / • Information systems • Information technology • Nano sciences and engineering • Forestry technology • Computer software • Statistics • Renewable energy • Hydrology • Chemical engineering • Communication technology • Environmental sciences/studies • Applied mathematics • Applied chemistry • Meteorology • Nuclear engineering

				<ul style="list-style-type: none"> Automation of electronic systems
5	Business School	<ul style="list-style-type: none"> Mathematics (80%) 	<ul style="list-style-type: none"> English (20%) Social sciences (20%) Russian (20%) 	<ul style="list-style-type: none"> Tourism management Business administration Insurance Hospitality Marketing Management Accounting Banking and Finance Commerce
6	School of Law	<ul style="list-style-type: none"> Social sciences 	<ul style="list-style-type: none"> Mathematics 	<ul style="list-style-type: none"> Legal studies
7	School of Foreign Relations and Public Administration	<ul style="list-style-type: none"> English Mathematics Mongolian Mongolian history Social sciences Russian 	<ul style="list-style-type: none"> English Mathematics Mongolian language Mongolian history Social sciences Russian 	<ul style="list-style-type: none"> Public administration Foreign relations
8	Orkhon School	<ul style="list-style-type: none"> English Russian 	<ul style="list-style-type: none"> Mongolian language English Russian Social sciences 	<ul style="list-style-type: none"> Teacher education, foreign language education Foreign language translation
		<ul style="list-style-type: none"> Mongolian 		<ul style="list-style-type: none"> Teacher, Mongolian language-literature education
		<ul style="list-style-type: none"> Mathematics 	<ul style="list-style-type: none"> English Social sciences 	<ul style="list-style-type: none"> Insurance Marketing Management Accounting Finance, banking

9	Zavkhan School	<ul style="list-style-type: none"> Mathematics 	<ul style="list-style-type: none"> English Social sciences 	<ul style="list-style-type: none"> Accounting Finance and Banking Marketing Management Commerce Administration of office
		<ul style="list-style-type: none"> Mathematics Physics 	<ul style="list-style-type: none"> Biology Mathematics Physics Chemistry 	<ul style="list-style-type: none"> Automation of electronic systems
		<ul style="list-style-type: none"> English Russian 	<ul style="list-style-type: none"> English Mathematics Mongolian language Russian 	<ul style="list-style-type: none"> Teacher education, foreign language education

Notes:

1. Applicants willing for entry to NUM registers for schools in the chart and if listed in the enrollment quota with his/her General Entrance Examination results, enrollment shall be entitled accordingly.

In accordance with the regulations on selecting major courses, the applicant elects from undergraduate programs of the school. The higher the quality of achievement for General Secondary Education and General Entrance Examination results (for enrollment system registration), priority shall be given on selection of major. The applicant enrolled in School of Arts and Sciences and School of Engineering and Applied Sciences shall be entitled to elect from all programs of the respective schools. Furthermore, special requirement can be put for an applicant due to specialty of major and disciplinary areas.

2. An applicant enrolled for NUM is enabled to elect "Minor" courses in addition to his/her major courses as offered by NUM. For instance, the student majoring in Physics at the School of Arts and Sciences can elect Minor Course on Management from Business School.

3. An applicant enrolled for School of Arts and Sciences, School of Engineering and Applied Sciences may apply for honors program and subjects can be elective.