

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

Date: July 10, 2015

No. A/220

Ulaanbaatar

Approval of revised Procedures on Enrollment in the  
Graduate Programs of the National University of Mongolia

Based on the provision No. 12.1.4 and 12.1.6 of the Article 12 of the Law of Mongolia on Higher Education, and the provision No. 4.5.8.3 and 4.5.8.7 of the Procedures of the National University of Mongolia, the President hereby Decrees:

1. On the basis of the decisions of the Administrative Council meetings of the National University of Mongolia of June 30, 2015 and July 9, 2015, to approve an appendix No. 1 to the decree as the "Enrollment procedures of the Graduate school of the National University of Mongolia" and an appendix No. 2 as the procedure for registration, enrollment and the start date of MA and PhD programs in the fall term of the 2015-2016 academic year.
2. The dean of the Graduate school /B. Otgontugs/, the director of the University Office of the Registrar /Ch. Undram/, the head of the Information Technology division /A. Baatarbileg/, deans of the schools Erdenebulgan J., Batnasan N., Baatarbileg N., Bayartogtokh B., Battulga S. and the heads of the Academic Affairs Offices of schools Amarbayasgalan B., Davaasuren B., Enkhbayar G., Amartaivan Ts., Bolormaa D. shall monitor and ensure the process of implementation of the Procedures beginning from the fall enrollment in the academic year of 2015-2016.
3. With respect to this decree, the "Enrollment procedures of the Graduate School of the National University of Mongolia" approved by the NUM president decree No. A/425 issued on December 30, 2014, shall be deemed invalid.

ENROLLMENT PROCEDURES OF THE GRADUATE SCHOOL OF THE  
NATIONAL UNIVERSITY OF MONGOLIA

1. General Provisions

1.1. "General procedures on graduate training" approved by the decree No. A/370 of the Minister of Education, Culture and Science in 2014, "Academic Policies and Procedures of the National University of Mongolia" approved by the university president decree No. 203 of 2015, "Procedures on enrolment of foreign citizens in the National University of Mongolia" approved by the university President decree No. 214 in 2014 and the present Procedures (hereafter referred to as the "Procedures") shall be followed accordingly to recruit students for graduate programs in the National University of Mongolia.

1.2. The purpose of these procedures is to regulate the entrance procedures to the graduate programs of the National University of Mongolia – full-time and correspondence master's programs as well as full-time and correspondence doctoral programs.

1.3. A person, who submitted his/her application to enroll in the master's and/or doctoral programs of the National University of Mongolia is referred to as an "applicant." An applicant, who passed entrance exams and met the requirements is referred to as an "enrolled" student. An online registration system is referred to as a "registration system."

1.4. The head of the admission commission, the secretary of the commission, heads of sub-commissions, and commission members shall be appointed by the decree of the president of the National University of Mongolia. The NUM vice-president in charge of Academic affairs is appointed a head of the General admission commission; the head of the University Registrar Office is appointed a secretary of the General admission commission; the dean of the Graduate School, deans of the schools, the head of the Information and Technology Division, the senior officer in charge of curriculum of the University Registrar office, an officer in charge of graduate programs, an officer from the Office of Registrar, an officer in charge of foreign students and a graduate school officer are appointed as the admission commission members. As for schools, the dean of a related school is appointed a head of the admission sub-commission; the head of the Academic Affairs of the respective school is appointed a secretary of the admission sub-commission; the deputy director in charge of the respective school program, an officer in charge of enrolment and graduation issues, and an officer in charge of registration are appointed as members of the admission sub-commission.

1.5. An enrolled student with a previous BA major different from the intended major of the master's or doctoral program (except for the programs of the Law School) shall be admitted in the graduate program upon conditions to take core and specialization courses of related undergraduate programs. A student enrolled upon the abovementioned condition shall complete up to 15 credit hours<sup>1</sup> of core and specialization courses in a respective field of study.

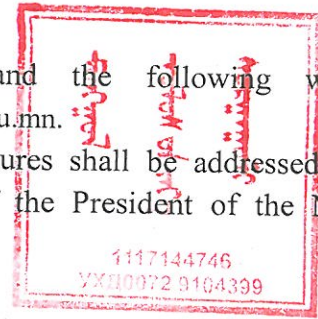
1.6. Graduate programs, application registration, schedules for entrance exams and other pertaining information shall be approved in the appendix for every enrollment semester and

<sup>1</sup>"Academic Regulations of the National University of Mongolia" approved by the university president order No. 203 of 2015.



disseminated through the means of public media, and the following websites:  
<http://burtgel.num.edu.mn>, [www.num.edu.mn](http://www.num.edu.mn), <http://graduate.num.edu.mn>.

1.7. Issues that are not regulated by present procedures shall be addressed by the Central Admission Commission appointed by the decree of the President of the National University of Mongolia.



## 2. Requirements for the applicants

2.1. To be eligible for an admission to a master's degree programs, applicants must hold a Bachelor's degree; for admission to doctoral degree programs, applicants must hold a Master's degree.

2.2. To be eligible for an admission to a master's program of Law School, applicants must hold a bachelor's degree in jurisprudence; and for admission to a doctoral program of Law School, applicants must hold a master's degree in jurisprudence.

## 3. Application registration

3.1. Registration of the applicants for graduate programs shall be conducted through an online system in spring and fall. A registration date, offered graduate programs and the forms of study (full-time or correspondence courses) shall be decided by the meeting of the Administrative Council of the National University of Mongolia, and issued online every semester through the website <http://burtgel.num.edu.mn>.

3.2. The application procedure shall include following steps:

3.2.1. Applicants shall submit their applications through the registration system of the National University of Mongolia and upload required personal and login information (an email address and a password).

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

- An ID card or equivalent documents (a birth certificate, a foreign passport)
- A certificate or diploma of the last obtained degree along with a copy of its transcript
- A photo (see the photo requirements in the registration system).

3.2.3. Available graduate programs shall be shown in the registration system where applicants can select their intended program of study.

3.2.4. 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.

3.3. An applicant is eligible to submit applications to several programs at once. An applicant shall pay fees for every registered program.

3.4. Applicants must register their cell phone number and an email address in the registration system. Applicants shall be responsible for providing true and correct information.

3.5. An applicant can take several entrance exams for different programs. However, an applicant shall enter only one registered program after passing a respective entrance exam.

## 4. Entrance exams

4.1. An applicant who graduated a NUM bachelor degree program with a GPA above 3.0 is eligible to enter a graduate program of the same major without entrance exams.

4.2. An applicant shall take an exam corresponding to the registered master's or doctoral degree programs. Exams shall be administered in a test or other forms by an examination commission appointed by the dean of the related school consisting of lecturers

teaching in a relevant major program. The form of an examination shall be chosen by a corresponding school based on recommendations of the department and the program of the academic majors. Exams shall be developed in a way to assess and evaluate the applicant's quantitative and analytic approaches and knowledge of the field. Exams can be administered online. Exceptions may apply for the applicants who have obtained scores on such standard exams as General or Subject GRE by means of substituting these scores for the entrance examination scores at the National University of Mongolia.

4.3. Detailed information on entrance examination shall be placed on the website <http://burtgel.num.edu.mn> every semester.

4.4. An applicant with a condition to study core and specialization courses from an undergraduate program shall take exams with regard to the specifics of the academic major. The dean of the school shall decide upon examination procedures and proper conditions to admit an applicant based on his/her previous academic major, studied courses and recommendations from the department.

4.5. An applicant with a conditional admission shall be eligible to continue his or her study in a graduate program without any examinations after fulfilling the required conditions and collecting the designated credit hours successfully in compliance with the provision 1.5 of the procedures.

4.6. After the examinations end, the Academic Affairs Office shall upload the scores of the exams on the registration system.

4.7. The examination date, time, venue and other relevant information shall be placed on the website <http://burtgel.num.edu.mn> during the registration period.

4.8. An applicant shall be deemed to have fulfilled the entrance requirements if he /she obtained 60 or over percent of the total examination score.

## 5. Selecting and informing enrolled students

5.1. Applicants shall be informed about their exam scores through the registration system of the National University of Mongolia. An entrance quota for some programs on high demand shall be established by a related school. It shall be approved by an appendix in procedures and announced through the registration system.

5.2. Total scores of applicants shall be arranged in a descending decree. Registration numbers of successful applicants shall be officially published on the website and information boards of schools.

5.3. Successful applicants shall bring the following documents in a sealed folder:

- An ID card or documents equivalent to it (a birth certificate, a foreign passport), and its copy
- A certificate or diploma of the last completed degree along with the copy of its transcript (the bachelor's or master's diploma with copies)
- Two photos, and a soft copy of the photo that meet the requirements of the online registration system (must be taken within the last three months).

5.4. Registration information shall be compared to the original documents, and confirmed at the Academic Affairs office of the respective school.

## 6. Registration and admission of foreign citizen



6.1. Admission of foreign citizens to NUM graduate programs, student exchange programs and Mongolian language preparatory programs shall be undertaken twice in an academic year<sup>2</sup>.

6.2. A foreign applicant must hold an educational degree that meets the educational standards and the level of curriculum contents required in Mongolia.

6.3. A foreign applicant shall be able to find a list of offered programs on the NUM website as well as in the handbook "Graduate Prospectus" for foreign students and select a desired program at the National University of Mongolia.

6.4. A foreign applicant shall send their application to an email ([studentaffairs@num.edu.mn](mailto:studentaffairs@num.edu.mn)). An application must be submitted 45 days before the beginning of the semester.

6.5. A foreign applicant shall fill in the application forms (see the attachment) and submit copies of the following documents:

- A certificate or diploma of a previously attained degree along with the transcript (documents must be translated into Mongolian or English, and notarized accordingly);
- An official document that proves foreign citizenship (a passport copy);
- An essay written in Mongolian or English (1500-1800 words for an applicant for a master's program, and 2300-2500 words for an applicant for a doctoral program);
- Financial assurance for payment of tuition fees and living expenses of an applicant by an organization or an individual;
- A recommendation letter from a professor or an administrative official who can assess an applicant's academic knowledge, work experience and learning styles (see the attachment);
- If an applicant's mother tongue is not Mongolian, he or she must submit official documents that prove the language proficiency - English and Mongolian language (TOEFL, IELTS, General GRE, Subject GRE and other standardized test score valid for two years);
- A medical form (a medical form found on the website <http://burtgel.num.edu.mn> must be issued from a hospital or health centers within the above mentioned registration period; see the attachment);
- A photo ( taken within the last three months, size 3x4 cm);
- A receipt of payment of the service fee for a given academic year paid in USD.

6.6. Foreign applicants who are applying on the basis of an inter-government or a bilateral agreement (the NUM and a Foreign institution or citizens) with a purpose of pursuing degree or non-degree studies, or working as a researcher shall be eligible to enter the graduate program without an entrance examination based on the decree of the NUM president and the Minister of Education, Culture and Science.

6.7. The University Office of Registrar in cooperation with an academic department shall receive applications of foreign applicant(s). Applications shall be examined within two weeks after the application submission date and a decision made on its acceptance or rejection.

6.8. After the applicant is admitted to the graduate program of the National University of Mongolia, matters pertaining to his/her arrival and residency in Mongolia, social, cultural as well as work-related issues shall be addressed to the University Office of Registrar, the Department of Student Affairs and the Academic Affairs Office of the related school.

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<sup>2</sup>An appendix of the ordinance No. A/214 approved by the President of the National University of Mongolia on 23<sup>rd</sup> of June, 2014.

## 7. Supplementary Provisions

- 7.1. An applicant is not eligible to transfer from one NUM school to another.
- 7.2. Registration fees shall not be refunded in case the applicant registered, but failed to take entrance exams due to reasons not related to the National University of Mongolia.
- 7.3. If an applicant who fulfilled entrance requirements did not make a confirmation of enrolment (did not make a study agreement) within the designated date, he or she shall be deemed to have refused to enroll in the program resulting in invalidation of admission to the program.
- 7.4. If an applicant submits fake documents for entrance, the university shall not admit the applicant. If the documents are found to be forged, the student shall be excluded from the university and related legal institutions shall be notified.
- 7.5. The registration website shall be accessible all year around providing prospective applicants with necessary information on admission procedures.
- 7.6. During the online registration period, the schools of the National University of Mongolia shall provide information and consultations on graduate programs via email and telephone.



Appendix No. 2 of the President decree No.  
A/220 issued on 10<sup>th</sup> of July, 2015

Admission procedures for the master's and doctoral programs of  
the fall semester of the 2015-2016 academic year

Registration for admission:

Registration period: from July 15, 2015, till 6 p.m. on August 27, 2015

Registration fee:

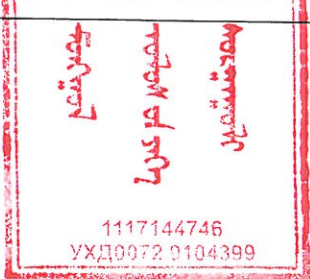
Citizen of Mongolia shall pay 25,000 tugrik; foreign nationals shall pay 50 USD

Semester commencement date:

7<sup>th</sup> of September, 2015

Master's programs offered for the fall semester of the 2015-2016 academic year

No.	Schools	Programs offered	Entrance exams	
			Primary exam	Secondary exam
			I	II
1	Division of social sciences, School of Arts and Sciences	Anthropology	Major specific (interview)	Major specific (written exam)
		Political Science	Major specific	Foreign language skills
		Journalism, Economics	Major specific (written exam)	Major specific (oral exam)
		Sociology, Social work, Psychology, Education	Major specific	
2	Division of Humanities, School of Arts and Sciences	History, Philosophy, Philosophy of Buddhism, Theology	Major specific	Foreign language skills
		Literature, Art studies	Major specific	Interview
		Linguistics, Education of Mongolian language and literature	Major specific	
		Linguistics of foreign languages, Foreign language education, area studies, Translation	Major specific	Foreign language skills
3	Division of Natural sciences, School of Arts and Sciences	Chemistry, Chemistry education, Biochemistry, Biotechnology, Biology, Biology education, Ecology, Biophysics,	Major specific	

		Natural resource management, Mathematics, Mathematics education, Geology (disquisition, crude oil, natural resource administration), Geophysics		
		Urban planning, Land registration, Land management, Environmental remote sensing, Geological information system, Geology, Geology education, Pedology	Major specific (written exam)	Major specific (oral exam)
		Physics, Physics education	Major specific	Foreign language skills
4	School of Engineering and Applied Sciences	Applied mathematics, Statistics, Meteorology-hydrology, renewable energy, nuclear technology, Environmental studies, Nuclear energy, Environmental protection and technology, Applied chemistry, Chemistry engineering, Material sciences, New material technology, Nano sciences and engineering, Forestry and management, Software, Information system, Information technology, Bioinformatics, Data modeling and management, Computer linguistics, Computer science	Major specific	Examination forms shall be decided by the academic department
5	Business School	Accounting, Finance,		



		bank, risk management, management, tourism management, marketing, trade, hospitality, business administration	General test	
6	School of Law	Law, International Law	Major specific	
7	School of International Relations and Public Administration	International Relations, Area studies, Public Administration	An essay**	Interview
8	Orkhon school	Accounting, Finance, Banking, Risk management, Management, Foreign language education, Education	General test (major specific, English language)	

\*Student recruitment shall be decided upon decision by the Ministry of Education, Culture and Sciences.

\*\* An essay shall discuss the reasons of choosing to study that specific major at a graduate level, future plans and goals, how the given major can help to reach the goals, an intended contribution in the field and a field academic community, prior experiences related to the major and readiness to study. The word count shall be 1500-1800.

Doctoral programs offered for the fall semester of the academic year 2015-2016

No.	Schools	Programs offered	Entrance exams	
			Primary exam	Secondary exam
			I	II
1	Division of Social sciences, School of Arts and Sciences	Anthropology	Major specific (interview)	Major specific (written exam)
		Political Science	Major specific	Foreign language skills
		Journalism, Economics	Major specific (written exam)	Major specific (oral exam)
		Sociology, Social work, Psychology, Education	Major specific	
2	Division of Humanities, School of Arts and Sciences	Philosophy, Philosophy of Buddhism, Theology	Major specific	Foreign language skills
		Literature, Art studies	Major specific	Interview
		Linguistics, Area studies, History	Major specific	
		Linguistics of foreign languages, Translation	Major specific	Foreign language skills

4	Division of Natural science, School of Arts and Sciences	Chemistry, Biochemistry, Biology, Ecology, Biophysics, Mathematics, Geology Geophysics	Major specific	
		Geography	Major specific (written exam)	Major specific (oral exam)
		Physics	Major specific	Foreign language skills
5	School of Engineering and Applied Sciences	Applied mathematics, Nuclear technology, Environmental studies, Applied chemistry, Forestry and management	Major specific	Examination forms shall be decided by the academic department
6	Business School	Business administration	An essay on the topic of research	Interview
7	School of Law	Law	An essay*	Interview
8	School of International Relations and Public Administration	International Relations	An essay*	Interview

\*An essay shall discuss the reasons of choosing to study that specific major at a graduate level, future plans and goals, how the given major can help to reach the goals, an intended contribution in the field and a field academic community, prior experiences related to the major and readiness to study. The word count shall be 2300-2500.