

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

Date: 4 June 2014

No. A/172

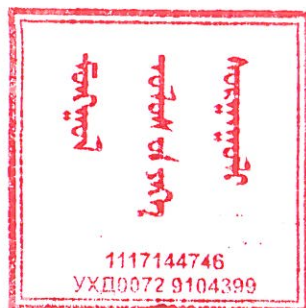
Ulaanbaatar city

Approval of guidelines for temporary procedures

Based on the provision 7.2 of the "Temporary procedures on Curricula Committee of NUM", the President hereby Orders:

1. To approve the "Guidelines on implementation of Temporary procedures on the Curricula Committee of NUM" with an Appendix I;
2. To assign the Vice- President for Academic Affairs /O.Munkhbat/, Director of the University Office of the Registrar (Ch.Undram), and Chairmen of Curriculum Sub-Committees of Schools and Departments to coordinate development of common requirements for undergraduate, graduate and doctoral curricula in line with "Guidelines on implementation of Temporary procedures on the Curriculum Committee of NUM".

PRESIDENT OF NUM



A. GALTBAYAR

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

Date: 21 February 2017

No. A/49



Approval of the General Education Curriculum Committee composition

Based on the provision 3.1, 4.11 and 4.12 of 7.2 of the "Procedures on the Curriculum Committee of NUM", the President hereby Orders:

1. To re-approve the General Education Curriculum Committee composition

Chairman:	B. Batjargal	Professor, Department of Biology, Division of Natural Sciences, School of Arts and Sciences
Secretary:	A. Amarzaya	Head of Academic Affairs Office, School of Arts and Sciences
Members:	P. Delgerjargal	Deputy Dean, School of Arts and Sciences
	A. Byambajargal	Deputy Dean, School of Law
	N. Batdelger	Head of Management Department, Business School
	N. Burmaa	Head of Public Administration Department, School of International Relations and Public Administration
	D. Ulam-Orgikh	Professor, Physics Department, School of Arts and Sciences
		L. Ganchimeg Head of Mongolian Language and Linguistics Department, School of Arts and Sciences
		B. Batmaa Head of Asian Studies Department, School of Humanities, School of Arts and Sciences
		B. Khishignyam Head of Psychology and Education Studies Department, School of Arts and Sciences
		D. Erdenechimeg Professor, Chemistry and Biological Engineering Department, School of Arts and Sciences
		Ts. Soyol-Erdene Associate Professor, Environment and Forestry Engineering Department, School of Arts and Sciences
		S. Narantuya Associate Professor, Sociology and Social Work Department, Division of Humanities, School of Arts and Sciences
2. With the approval of the present decree, the Appendix 2 of the President decree No. A/97 of 2014 shall be deemed invalid.

PRESIDENT OF NUM

R. BAT-ERDENE

Appendix to the President's decree No. A/172
Dated 04 June 2014

PROCEDURES OF the CURRICULUM COMMITTEE OF NUM

One. General provisions

1.1. The guidelines intend to provide guidelines and recommendations pertinent to implementation of Procedures of the Curriculum Committee of NUM (hereinafter as Temporary procedures).

1.2. The objective and principles in chapter 2 of the Temporary procedures and the provisions on composition, management and structure of Committees shall be followed strictly in setting up Curriculum Committees of NUM.

1.3. The main and common duties and responsibilities shall be compliant as per 3.3 and 3.4 of Temporary procedures for the General Curriculum Committee of NUM, as per 3.3 and 3.5 for the General Education Curriculum Sub-Committee, as per 3.3 and 3.6 for the Curriculum Sub-Committee of a School and 3.3 and 3.7 for the Curriculum Sub-Committee of a Department respectively.

Two. Compliance with common requirements for undergraduate curriculum

2.1. In development of undergraduate curriculum of NUM, the Curriculum Committees shall meet the "Common requirements for undergraduate curriculum" (hereinafter as common requirements) approved by the resolution No. A/174 of 28 April 2014 of the Minister of Education Culture and Sciences.

2.2. The undergraduate curriculum of NUM shall consist of General Education (formerly as requirements by NUM), Core (requirements by a School), Major and Free electives.

Table 1. Structure of the undergraduate curriculum of NUM

Components of curriculum	Notes
General Education	Compulsory and elective courses aimed at providing knowledge and skills of academic fundamentals- clear speech and writing; processing quantitative and qualitative data; understanding of pluralism and its causes; effective cooperation with other professionals, mutual learning. Critical thinking skills, effective collaboration with those in different disciplinary areas, and inter-personal communication skills development. As a result, students will develop as active social citizen with good conduct of ethics, who demonstrate critical thinking skills, flexibility, creative and initiative practice, make scientific and rationale-oriented decisions, attain fundamental competence in natural, social sciences and humanities, higher education qualifications.
Core	Compulsory and free electives intend to provide fundamental knowledge and primary competence in majors

	of respective curriculums, professional conduct of ethics and basics of legal knowledge.
Major	Compulsory and free electives intended to deliver certain knowledge, competence and skills in majors
Free electives	Students are enabled to further advance within the framework of major, minor or double major programs, and other electives delivered at NUM

2.3. General Education courses shall have 36 credit hours for curriculums of the School of Natural Sciences and 30 credit hours for Major schools (Business School, School of Law and School of Arts and Sciences). Students shall select from subjects that are proposed by the Curriculum Committee as in line with requirements by the General Education Curriculum Sub-Committee and as per areas stipulated in provision 3 of the "Recommendations on general education" of the resolution No. A/174 of 28 April 2014 of the Minister of Education, Culture and Sciences.

2.4. Core courses (requirements by a School) shall include compulsory courses and electives that intend to deliver fundamental knowledge as curriculum requirement by a School, acquisition of primary competence in majors, and basic knowledge on professional conduct of ethics and legislation. The Curriculum Sub-Committee of a School shall develop proposals on the contents of core courses and study load and present to the General Committee for consideration. Core courses for the School of Arts and Sciences can be in disciplinary areas of natural and social sciences and humanities.¹

2.5. A student shall select a major upon completion of not less than 30 credit hours of General Education courses.

2.6. Credit hours for Core courses shall be 9 for School of Arts and Sciences and 21 for professional Schools.²

2.7. The credit hours for a major include a group of compulsory courses and electives that intend to deliver knowledge and competence in disciplinary areas of student's major/curriculum/bachelor's degree. It shall be 60 credit hours for the School of Arts and Sciences and 54 credit hours for professional schools. For the School of Law, it shall be set forth as proportional to total credit hours in common requirements.

2.8. A major is comprised of compulsory courses and electives. A student can select in specific areas of the major and major electives shall be consistent with this objective and enable students to elect.

2.9. Credit hours for electives shall be not less than 15 credit hours and a student may strive to qualify in major areas, minors or double majors or elect any subjects of preference.

¹ For instance: Core courses include the general courses in disciplinary areas of natural and social sciences and humanities. For other Schools where one or correlated core curriculum is offered, core courses can be compulsory and electives as required to deliver general knowledge in general disciplinary areas and as common at School level. In particular, all Business Management programs that include Basic Accounting, Basics of Finance, Basics of Macro-Economics, Basics of Management, Basics of Marketing, Statistics and Business Mathematics serve as the fundamental core courses and can be delivered for all programs of Business School etc.

²For instance: courses including the Basics of Macro-Economics and Business Mathematics are listed both for General Education and Business School majors, when a student elects the courses and has no interest to choose other courses in social or data analysis, different options can be offered instead of Business School core courses. In that case, a student should have earned credit hours required for core courses.

2.10. A Minor intends to improve flexibility of a student, enable better employment opportunities in a labor market and shall be not more than 30 credit hours. Total credit hours for minors shall not exceed 130 credit hours in addition to a major.

Table 2. Study load of the undergraduate curriculum

Common requirements of undergraduate curriculum		NUM policy	Respective schools		
Percentage	Credit hours		School of Arts and Sciences	School of Arts and Sciences, Business School and School of International Relations and Public Administration	School of Law
General Education-Not over 30%	36	General Education	36	30	30
Core-Not over 25%	30	Core	9	21	37
Major- not less than 45%	54	Major	60	54	68
		Electives	15	15	15
Total per major	120	Total	120	120	150
Minor	30	Minor	30	30	30
Total per major and minor		130	130	130	130
Total per double major		160	160	160	160

2.11. The aforementioned requirements refer to student enrollment programs and the new curriculum for the 2014-2015 Academic Year and preceding enrollment programs continue as per procedures and rules approved previously. The approval concerns for revised standards approved by the Mongolian Agency for Standardization and Metrology, which may conflict with the newly approved "Common requirements", shall be resolved these days according to MECS.

2.12. Within the curriculum framework of NUM, multiple objectives enable talented students to be involved in an "Honors" program. Some undergraduate program credit hours can be counted for advanced study and subject development for graduate and doctorate students to attend simultaneously. Thus, respective Curriculum Committees shall concentrate on these areas.

Three. Approval and changes to curriculums of NUM

3.1. The NUM Curriculum shall refer to undergraduate, graduate and doctoral degree programs collectively. Committees are in charge for all matters on new or revised curriculums on higher education degrees and are responsible for development and resolution of proposals. No Committees with overlapping graduate and doctoral degree programs shall be set up at NUM.

3.2. Any proposals on curriculum shall be initiated by a Department, or if no such unit exists, the Curriculum Sub-Committee of a School. A final decision on a curriculum shall be made by the General Curriculum Committee.

3.3. Curriculum Committees shall meet the template requirements of operational guidelines of the Curriculum Committee of NUM and required details shall be filled out with accuracy and rationale. Please see Appendix 1.

3.4. Curriculum Committees shall be concerned with approved curriculum sustainability and strict adherence to provision 5.6 of these procedures. All changes made to a curriculum shall be kept as a detailed report in writing and compiled in a database upon signing and confirmation by Chairmen and Secretaries of Sub-Committees. A conclusion shall be made on rationale of changes, expected outcomes and risks.

3.5. To ensure students the choice of teachers, at least two teachers per course.

Four. Resolutions of matters on initiating and revision of curriculums

4.1. The General Education Curriculum Sub-Committee shall develop the structure, credit hour allocation and requirements of General Education courses of NUM for students to be enrolled in 2014. Moreover, proposals on General Education shall be delivered by a School and Department within 10 May, 2014. The structure and requirements of General Education, credit hour allocation, a list of courses and a list of teachers shall be finalized by 1 June, 2014 and presented to the General Committee for consideration.

4.2. The General Education Curriculum Sub-Committee shall decide on definition of courses that meet General Education requirements as per proposal by a Sub-Committee of a Department. Student's electives and competition shall not be restricted.

4.3. The University Office of the Registrar, NUM, Academic Affairs offices of Schools and the SiSi system officers shall be in charge of coordinating General Education courses, namely the selection of subjects, allocation of classrooms, a list of Departments/teachers and a time-table. All preparations shall be ensured by 10 August, 2014.

4.4. The proposal on the Undergraduate major curriculum shall be developed by the Curriculum Committees of a School and Department by 30 May, 2014, and presented to the General Committee for consideration.

4.5. Within the aforementioned timeframe, Departments and Schools are required to finalize the minors of undergraduate students, credit hours and requirements in advance.

4.6. The General Curriculum Committee of NUM shall review the proposals of Curriculum Committees, make decisions within 15 June, 2014, and deliver to related units for development of the new students' admission manual.

4.7. The curriculum development by respective Committees shall oversee the adherence to a template in Appendix 2.

4.8. Respective Sub-Committees are required to deliver preliminary proposals on graduate and doctoral degree programs within 1 June, 2014.

4.9. Detailed guidelines and research resources for curriculum monitoring and analysis shall be developed by the University Office of the Registrar, NUM, within the first quarter of

2014-2015 Academic Year for open panel discussion and presented to the General Committee for consideration.

4.10. In order not to challenge the tight timeframe and established norms, Curriculum Sub-Committees of Departments and Schools shall meet the requirements of Guidelines template 1A. For this purpose, an analysis shall be made on the enrollment rate of students, their performance, the student turnover, the dropout rate, the graduate employment rate, and statistics on employment in major areas (include if such research/survey is conducted internally or externally). Moreover, interviews and panel discussion with external professionals shall be inclusive. If it is a new curriculum, the statistics and data on potential employers, internal and external expert assumptions on aforementioned requirements shall be included.

Five. Miscellaneous

5.1. Revision of all level curriculums shall continue for the 2014-2015 Academic Year.

5.2. Curriculum Committees of all levels shall have a minor budget on operational costs and for members' incentives and such budget is set forth as per number of existing and new curriculums. Committees are entitled to administer their budget in accordance with related procedures. Financial estimations are made by secretaries and chairmen of Committees in line with respective procedures.

Guideline template for Curriculum Committee of NUM

General rationale:

- The objective of the guideline is to ensure implementation of temporary procedures of the Curriculum Committee of NUM, and compliance of the Curriculum Committee with common requirements for undergraduate, graduate and doctoral degree programs/curriculum.
- When filling out template, requirements include font and size as Times New Roman 12, line space as 1.5 etc.

General Information (Curriculum details)

1. Curriculum name and index:- an official name for a diploma (the educational degree offered, the name and index of a major are written fully as approved by MECS. The program name shall be in Mongolian and English)
.....
2. Educational degree entitled: (What disciplinary areas are related for the program as per educational category of UNESCO)
.....
3. Definition of a program: (Aim and objective of program as aligned with NUM mission)
.....
4. Referral of a program: (Write name of a School and Department. If it is a joint or interdisciplinary program, respectively write School and Department in charge of a program)
.....
5. Legal regulation of a program: (Date of a license of a program, the academic year for a program and student selection, a term)
.....
6. Name of the Curriculum Sub-Committee: (Write full names of a School and Department's Curriculum Sub-Committee that initiated the program)
.....
7. Contact: (Name of official/professor who can provide specific details on a program, email and office contact)

Name:

Position and academic title:

E-mail:

Contact:

Office address: