

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

Date: 23 December, 2016

No. A/347

Ulaanbaatar

**Approval of Procedures**

In conformity with the decision by the meeting of the Academic Council of NUM held on 21 October 2016, the President hereby Orders:

1. To approve the “Procedures of the General Curriculum Committee of NUM” as an Appendix and enforce as effective from 1 January 2017;
2. Assign the Vice-President of NUM in charge of Academic Affairs, Deans of respective Schools and Heads of Departments to reorganize Curriculum Committees in line with the “Procedures of the General Curriculum Committee”.
3. With respect to the approval of present procedures, the “Temporary procedures of the General Curriculum Committee of NUM” approved by the NUM President decree No. A/55 of 2014, shall be deemed invalid from 1 January 2017.

PRESIDENT OF NUM



R. BAT-ERDENE

**PROCEDURES OF THE GENERAL CURRICULUM COMMITTEE  
OF THE NATIONAL UNIVERSITY OF MONGOLIA**

**One. General provisions**

1.1. The present procedures shall determine the mission, principles, structure, components, management, roles, requirements of the General Curriculum Committee of NUM /hereinafter "Curriculum Committee"/, and regulate its activities.

1.2. The procedures shall be followed by the Curriculum Committees at all levels.

**Two. The mission and principles of the Curriculum Committee**

2.1. The mission of the Curriculum Committee is to implement major programs for undergraduate, master and doctoral degrees and train specialists with higher civil education as in response to common training requirements, scientific breakthrough and social demands.

2.2. The Curriculum Committee shall develop policies and recommendations for curriculum development as stated in the procedures and rules of NUM; develop, approve, assess and improve respective major, minor, interdisciplinary and joint training curriculums /hereinafter curriculums/, set credit transfer rules and methodology and make decisions for its implementation.

2.3. The Curriculum Committee shall adhere to the following principles:

- Recognize scientific approach;
- Be independent;
- Respect academic freedom;
- Abide by the code of ethics;
- Respect the rule of law;
- Be socially responsible;
- Report;
- Be transparent;

**Three. Structure, duties and responsibilities of the Curriculum Committee**

3.1. The structure of the Curriculum Committee shall include the General Curriculum Committee, the General Education Curriculum Committee, the Curriculum Committees of respective Schools and Departments and the Interdisciplinary Curriculum Committee.

3.2. If a respective School does not have a Department structure, it shall have a Package Curriculum Committee. For the purposes of implementing joint or interdisciplinary curriculums, an Interdisciplinary Curriculum Committee can be set up.

3.3. General duties and responsibilities of the Curriculum Committee

3.3.1. The NUM Curriculum shall conform to common requirements of international education taking into account the Law of Mongolia on Higher Education, the long-term strategic



development plan of NUM and general academic policies, the labor market and social demands in our country.

3.3.2. In line with responsibilities attention shall be paid to making a scientifically based professional assessment and meeting requirements on the quality and common of training.

3.3.3. Learning outcomes of curriculums, requirements put to them, criteria, assessment methods and load shall be set forth in detail.

3.3.4. Proposals shall be developed, discussed and decisions made based on study of teaching staff, its capacity and resources, availability of textbooks, library facilities, classrooms necessary for training, and estimation of economic efficiency of programs.

3.3.5. Related units shall be promptly informed about decisions made by the committee meetings.

#### 3.4. Duties and responsibilities of the General Curriculum Committee

3.4.1. The General Curriculum Committee shall determine the NUM curriculum policy and common requirements, monitor implementation, make evaluation, provide Curriculum Committees with general policy supervision, ensure coordination of activities, take measures on provision of professional support and capacity-building.

3.4.2. Within the policy framework of NUM, the Committee shall resolve curriculum development requests, approval and placement of curriculums and make respective decisions on temporarily suspension or cancelling, prevention of duplication based on their implementation and quality assurance.

3.4.3. The Committee shall review proposals by Curriculum Committees of schools, and make decisions on curriculum changes such as adding or deducting courses from a curriculum, changes to courses and course indexing.

3.4.4. The Committee shall conduct mid- or long-term (7 years) assessment of curriculums, provide recommendations and make decisions on advancement of curriculum-related policy and build collaborative practice with related Departments and Offices/Units.

3.4.5. The Committee shall resolve complaints and grievances on curriculum that related Committees failed to settle at their level.

#### 3.5. Duties and responsibilities of the General Education Curriculum Committee

3.5.1. The General Education Curriculum Committee /GECC/ shall set forth common requirements for the general foundation courses component of the NUM curriculum and appropriate norms to be followed, request course development and make a list of General Education subjects for selection based on proposal by the Curriculum Committees of Departments.

3.5.2. The GECC shall assess contents of general education courses, learning outcomes, forms of classes, evaluation, methodology and learning environment. Based on monitoring of the quality and outcomes of courses, it shall develop proposals to add new or deduct some general education courses and deliver it to the General Curriculum Committee for consideration.

3.5.3. Participation of academic staff, departments, schools that teach General Education courses shall be considered with regard to demand and economic efficiency.

#### 3.6. Duties and responsibilities of the Curriculum Committee of a School

3.6.1. The Committee shall implement the decisions made by the General Curriculum Committee, consider the curriculum and training programs developed, edited and revised by the

Department Curriculum Committees and oversee implementation of requirements put forward to Curriculum at NUM.

3.6.2. The Committee shall evaluate and analyze curriculums, newly devised by Department Curriculum Committees and deliver its proposals to the General Curriculum Committee for consideration.

3.6.3. The Committee shall consider and make informed decisions on changes to the course index, the duration of study, inclusion and exclusion of subjects in electives of the major program, proposed by the Department Curriculum Committees. The General Curriculum Committee shall be informed about decisions made.

3.6.4. The Committee shall consider the annual report submitted by respective Schools on the contents of courses, their efficiency and quality and draw conclusions.

3.7. Duties and responsibilities of Package Curriculum or Department Curriculum Committee

3.7.1. The committee shall implement decisions made by the General Curriculum Committee and Curriculum Committees of respective schools.

3.7.2. The committee shall take into consideration and provide recommendations on issues related to compulsory, elective, newly developed courses in major, minor, specialization or joint curriculums.

3.7.3. The committee shall make analysis and develop proposals on contents, requirements, learning outcomes, evaluation, teaching forms and methodologies of courses delivered by Departments.

3.7.4. The committee shall study issues related to courses that can be studied by both master's and doctoral students, credit transfer matters and develop recommendations and proposals.

3.7.5. The committee shall oversee development of an electronic database that includes training documents such as curriculums and learning resources of courses delivered by Departments.

3.7.6. The committee shall discuss issues related to launch of interdisciplinary or joint programs, develop proposals on setting up an interdisciplinary committee for consideration.

#### **Four. Composition, management and structure of the Curriculum Committee**

4.1. The Curriculum Committee shall include representatives from the Academic Council, full-time lecturers of NUM, officers in charge of academic affairs, employers and graduates.

4.2. The Curriculum Committee shall have a Chairman and a Secretary. The NUM Vice-President for Academic Affairs shall be appointed as the Chairman of the General Committee and the Director of the University Office of the Registrar as a Secretary.

4.3. The Chairmen of the General Education Curriculum and the Interdisciplinary Curriculum Committees shall be appointed by the President of NUM as per proposal by the Vice-President for Academic Affairs of NUM. Deans of respective schools shall be appointed as Chairmen of Committees of the respective Schools, the Head of Department/Deputy Dean for Curriculum shall be the Chairman of the Department Curriculum Committee or the Package Curriculum Committee. Secretaries of Committees shall be appointed through an open voting system among the committee members.



4.4. A meeting shall be the main form of the Curriculum Committee activities and up to 60 percent quorum of members shall make the proceedings of the meeting valid. Decisions /orders/ shall be made with a majority voting on agenda /no less than two thirds/ and minutes shall be kept. The General Curriculum Committee, the General Education Curriculum Committee and other Committees of respective schools/departments may set up Working Groups on development of proposals as per agenda item.

4.5. Chairmen of the General Committee and Committees shall formulate the agenda, schedule the date of meeting, chair meetings, approve decisions/orders from meetings and oversee the overall implementation.

4.6. Secretaries of Committees shall file information and materials as per agenda item, deliver them to members, and set up a database of decisions/orders, recommendations, expertise, minutes and other documents.

4.7. A term of office as a member of a Curriculum Committee shall not exceed 4 years and up to one third of the Committee can be replaced once in two years. In case a member of the Curriculum Committee declines his/her membership on his/her own request or due to other valid reasons, the Chairman of the Curriculum Committee runs re-election with regard to the representation status.

4.8. The member of a Curriculum Committee shall meet the following requirements:

4.8.1. Be qualified: Demonstrate knowledge of a higher education system, knowledge and competence on open education, science, structure, organization and practice of professional schools.

4.8.2. Be experienced: Be capable of conducting expertise, assessment in multi-disciplinary areas and respective majors, have a doctoral degree and be a full-time NUM lecturer with no less than 5 years of tertiary education experience. Representation from employers shall be a citizen from a private sector with a master's degree. Representation for graduates shall not be employed by NUM and be a graduate of NUM.

4.8.3. Be independent. Have no conflict of interest.

4.9. The General Curriculum Committee shall have 21 members, the General Education Curriculum Committee 11, the Curriculum Committees of respective Schools 7-11 (up to 15 members for the School of Arts and Sciences) and the Department Committee shall have 5-7 depending on the number of Curriculum. The Interdisciplinary Committee may have up to 7 members and representation shall be equal.

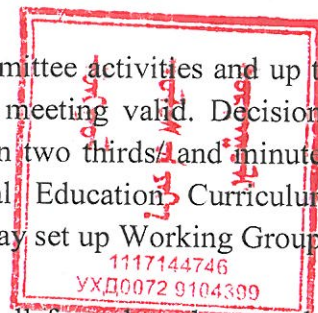
4.10. The composition of the General Curriculum Committee shall include 6 members from the Academic Council, 1 each from respective schools (1 from each division of the School of Arts and Sciences), 3 as proposed by the Vice President for Academic Affairs and the Chairman of the General Education Curriculum Committee. The composition shall be approved by the order of the NUM President.

4.10.1. Representation from the Academic Council shall include the Academic Secretary of NUM and 5 members from specialized training Committees.

4.10.2. Representation for the General Curriculum Committee shall be elected with the majority voting of members during the Curriculum Committee meeting of the respective School.

4.10.3. The Vice-President for Academic Affairs shall propose 3 members for the General Committee as an equal representation of disciplinary areas and majors.

4.11. The President of NUM shall appoint the members of the General Education Curriculum Committee as per proposal by the Vice President for Academic Affairs. The





Chairman of the General Education Curriculum Committee shall be the member of the Academic Council.

4.12. The General Education Curriculum Committee shall be composed of 3 members from the Division of Natural Sciences of the School of Arts and Sciences, 2 from respective social sciences and humanities, and 1 from each school. The secretary shall be elected with the majority voting of the Committee meeting.

4.13. As negotiated with Chairmen of Curriculum Committee of respective Schools and Chairmen of Departments' Curriculum Committees, the representation of lecturers shall be appointed as recommended by Departments and compliant to requirements in 4.9 of these rules for the Curriculum Committee of respective Schools. It shall be approved by the decree of President of NUM. Preference shall be given on the equal participation of representation from Departments and Curriculums.

4.14. Chairmen of Curriculum Committees of respective schools shall be the Deans of Schools. Secretaries shall be elected with the majority of voting from the Committee meeting.

4.15. Members of Department Curriculum Committees shall be elected through open voting by lecturers of the Department and appointed by the Dean of School. The committee composition shall ensure equal participation of respective curriculums. The Head of Department shall be a Chairman of the Department's Curriculum Committee.

4.16. Members of the Inter-School Interdisciplinary Committee shall be approved by the decree of President of NUM as per proposal and negotiation by Deans of Schools and Heads of Departments.

4.17. Members of the Interdisciplinary Committee within a School shall be approved by the decree of the President of NUM as per proposal and negotiation by the Dean and Deputy Dean of a School and the Head of Department.

#### **Five. The process of Curriculum approval and revision Newly developed and approved curriculums**

5.1. The Department Curriculum Committee shall initiate the Curriculum request and deliver the request along with required documents listed in 5.1.1 to the Curriculum Committee of a School. The Interdisciplinary curriculum is initiated by the joint meeting of Departments' Committees and the request along with a curriculum template and required documents are delivered to the Curriculum Committee of a School by 15 November annually.

5.1.1. Curriculum drafting requires the following documents in hard and electronic copies:

- Minutes and the decision of the Curriculum Committee meeting;
- The curriculum template and outcomes of research listed in a curriculum template;
- A study plan, course prerequisites and a sample study plan for students;
- Curriculum listed in a study plan.

5.2. The Curriculum Committee of a School shall review the proposal by the Department Curriculum Committee and request to open a curriculum with a professional index as approved by the State Central Administrative Body in charge of educational matters. If requirements are met, a response is delivered by 15 December annually to the General Curriculum Committee.

5.3. The expert team assigned by the General Curriculum Committee shall conduct assessment and analysis on the request of the Department Committee and upon consideration it shall be approved by the decree of the President of NUM.

### **Proposal and approval of a General Education course**

5.4. A Curriculum for general education supported by the Department's Curriculum Committee shall be delivered to the General Education Curriculum Committee by 15 November annually. The Curriculum shall be developed along guidelines.

5.5. Expert analysis shall be carried out on a curriculum delivered to the General Education Curriculum Committee. A curriculum compliant to requirements shall be delivered to the General Curriculum Committee by 1 January annually.

5.6. The Curriculum delivered by the General Education Curriculum Committee shall be considered by the General Curriculum Committee and decision is made by 1 April annually.

### **Evaluation of curriculum implementation, improvements and annulations of curriculum**

5.7. The Chair of the General Curriculum Committee shall receive updates on short- and long-term assessment on implementation of an approved curriculum from respective units, present the required curriculum for the meeting of the General Curriculum Committee within November annually and get a decisions on temporary suspension or discontinuation.

5.8. As per assessment outcome, the Department Curriculum Committee shall deliver a proposal on changes to the curriculum, its advancement, inclusion or exclusion of courses for consideration of the Curriculum Committee of a School and inform the General Curriculum Committee in writing for further decision-making.

5.9. The Academic Affairs Office of a School shall include in an exclusion list the courses that had an elective rate insufficient for economic efficiency for 4 subsequent terms and inform the Committees of a School and Department.

5.10. Existing curriculums can be reviewed and revised for up to 12 credit hours of major courses once in two years and two thirds of total credit hours of major courses once in four years.

5.11. Existing curriculums of NUM shall be accredited at the national and international level as per approved schedule.

### **Six. Monitoring and assessment of implementation of Procedures**

6.1. Chairmen and secretaries of respective Committees shall oversee implementation of procedures and report once a year.

6.2. Members of Curriculum Committees shall be non-staff and may be paid fees as part of an approved working group. The amount of fees shall be set forth by the President decree.

### **Seven. Miscellaneous**

7.1. Within the policy framework of NUM, the decision on development and implementation of a new curriculum shall be subject to final approval by the Academic Council of NUM.

7.2. Any concerns not regulated under the present procedures shall be subject to consideration and decision by the General Curriculum Committee meeting.

7.3. The general requirements for a curriculum and guidelines on its implementation shall be developed by the General Curriculum Committee and approved by a decree of the President of NUM.