

NUM President Decree

Dec 21, 2016

Decree № \_\_\_\_

Ulaanbaatar

Subject: Adopting a procedure

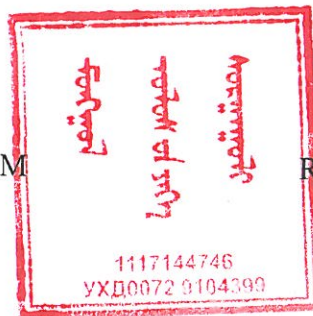
Pursuant to the provision 10.2 of 'Education Law' of Mongolia, provisions 4. 5.8.3 of NUM regulations and the minutes of Administrative Council meeting held on December 20, 2016, the President hereby ORDERS:

1. To approve the procedure on "Selection of professional major programs for undergraduate students enrolled in academic year of 2016-2017" in the appendix of this decree and ensure its compliance from February 02, 2017;

2. To appoint the University Registrar Office (Head Ch.Undram), Division of Information Technology (A.Baatarbileg), deans of schools and the heads of academic affairs offices to be responsible for the compliance and monitoring of the procedure;

3. Associated with adoption of this procedure, the previous procedure on "Selection of major programs for undergraduate students enrolled in academic year of 2015-2016" approved by Decree № A/14 of NUM President in 2016 shall be deemed invalid from February 02, 2017.

PRESIDENT OF NUM



R. BAT-ERDENE

## **PROCEDURE ON SELECTION OF PROFESSIONAL MAJOR PROGRAMS FOR UNDERGRADUATE STUDENTS**

### **1. General provision**

1.1. The purpose of this procedure is to regulate bachelor degree major program selection process of undergraduate students who are enrolled in NUM and have completed general education courses.

1.2. The students enrolled in one of the schools or branch schools at NUM (hereinafter referred to as the schools collectively) and completed general education courses with minimum of 24 credits, are eligible to choose their majors by the end of spring semester. The credits for courses with CR letter assessment shall be included in the credits earned by the student. The credits for the courses with a letter assessment of other than F\*, NA, and NR studied by a student on his/her confirmation in the SISI system shall be included in the total credits received by the student. Credits of core courses shall be included in the total credits earned by the student enrolled in Business School.

1.3. This procedure is not applicable to the School of Law as it offers only one program.

1.4. The selection process of major programs by foreign students enrolled by passing the entrance examination and studying at NUM on their own expenses shall be regulated by this procedure; however, selection of majors by foreign students who are studying at NUM pursuant to a mutual agreement of two universities or two governments shall be regulated by other corresponding documents and policies.

1.5. A student enrolled in general education program prior to 2015 shall choose a major according to his/her achievement ranking in the list of GPA consistent with this procedure. The students transferred to general education program of NUM from other universities shall be able to choose a major in accordance with this procedure in case they satisfy criteria of major selection process (provision 1.2 of this procedure).

1.6. Students enrolled in the School of Art and Sciences (SAS) and School of Applied Sciences and Engineering (SASE) shall choose their major from the total programs offered by the schools depending on his/her achievement ranking in the list of GPA, but other students shall choose their major from the programs offered in their respective schools subject to the approved quota. The students collected not less than 24 credits after completing honors of natural sciences are eligible to choose their majors from the programs offered by SAS and SASE.

1.7. The proposal for student admission quota for each major program discussed in the meeting of a school administration will be approved by Decree of NUM President.

1.8. The list of major programs along with the approved student admission quota shall be made public when posted to the NUM site not later than end of April.

1.9. The major selection process shall start on Monday of the third week in June and shall be conducted in five calendar days in accordance with provision # 3 of this procedure.

1.10. After students choose their major and confirm their choice, the results of the selection process shall be discussed in an administrative meeting of the school and further



decisions shall be made regarding the programs to be implemented and students to be involved in those programs.

1.11. In accordance with the decision of the Administrative Committee Meeting, the Academic Affairs Office of each school shall process a report for each major program including the names of students selecting a major, student registration number, national ID registration number, achievement ranking score, evaluation of the committee on the major selection process, and other required information which will then be collectively processed in the University Registrar Office and approved by Decree of NUM President. The President Decree, approving the major selection results, must be released only once just before the commencement of student's course registration session.

1.12. Students who fail to qualify for major program selection shall continue studying general education courses. When they fully satisfy the requirements, they shall be eligible to choose their major according to their achievement ranking scores at the end of a semester.

1.13. A student may postpone his/her major selection only once at his/her own request. The Academic Affairs Office shall process his/her request submitted in written form (Form 1) prior to the commencement of major selection session. No such request will be received after the major selection process starts. The student who has delayed the major selection may collect credits from general education and elective courses.

1.14. In case a student postpones his/her major selection, or fails to make his/her choice in time, regardless of the excuse, he/she is allowed to choose a major from the remaining programs at the end of the following semester. Provided that a student fails to choose his/her major at the end of fall semester, he/she shall be allowed to choose it at the end of the next spring semester and his/her name must be added in the general list of student achievement ranking of all students completing general education courses.

1.15. In case a student's request to postpone his/her major selection is approved, an academic affairs officer responsible for registration shall remove his/her name from the general list of student achievement ranking and make a corresponding remark in the SISI system before commencement of major selection session.

## **2. Major selection commission**

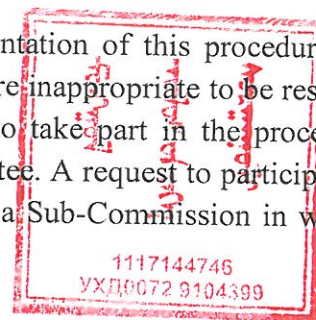
2.1. General and Sub-Commission appointed by Decree of NUM President (hereinafter shall be referred to as General, Sub- Commission) shall organize the major program selection process.

2.2. The General Commission shall comprise the Vice President for the Academic Affairs of the University, the Head of Information and Technology Department and academic program officers of the University Registrar Office. The Vice President for Academic Affairs and the Director of the University Registrar Office at NUM shall be in charge of the head and the secretary of General Commission, respectively.

2.3. A Sub-Commission shall comprise deans and deputy heads of the schools, the heads of Academic Affairs Offices, and registration and program officers in academic affairs offices. The dean of a school and the head of Academic Affairs office will be in charge of the head and the secretary of a Sub-Commission, correspondingly.

2.4. A Sub-Commission will be responsible for organizing major selection process and dealing with relevant requests.

2.5. The General Commission shall ensure the implementation of this procedure and resolve matters arising during the major selection process which are inappropriate to be resolved by this procedure. Representatives of parents shall be allowed to take part in the process as independent observers through the authorization of a Sub-Committee. A request to participate in the major selection process as an observer must be submitted to a Sub-Commission in written form one week prior to the commencement of the process.



### 3. Major selection process

3.1. The major selection process consists of two steps: (1) to set admission quota for each major program and (2) conduct the major selection process consistent with the approved quota. The admission quota shall be determined in compliance with calculation method specified in Appendix 1.

3.1.1. The admission quota for each major program will be set as follows:

a. Before major program selection starts, students are obliged to be involved in preselection process not less than twice per one academic year and apply for three major programs (2 major programs in the School of International Relations & Public Administration) in the academic information system.

b. The first preselection process for majors shall be organized during the registration period in which a student confirms his/her enrolment in NUM. The second preselection process will be held in February.

c. The University Registrar Office shall process the final results of preselection process within 5 days after the application deadline finishes and report the outcome to the NUM administration and the schools.

d. Based on the number of students who are qualified for the major programs, academic departments (units) shall determine admission quota for major programs using the calculation method given in Appendix 1 and submit a quota proposal to academic affairs office of the school which shall forward it to the school administration not later than end of March.

e. The school administration shall review the major admission quota and submit it along with its estimation to the University Registrar Office not later than April 10<sup>th</sup>.

3.2. Major selection process shall be held as follows:

a. Academic departments of the schools (units) and academic affairs offices shall organize activities to provide students with information and advice on major selection process.

b. Information Technology Department shall enter students' GPA, cumulative credits (academic merit), and entrance exam results into the academic information system in the ratio of 68:27:5 which is calculated by the following formula:

$$\text{Student's score} = \frac{\text{Grade point average}}{4.0} \times 68 + \frac{\text{accumulated credit hours}}{42} \times 27 + \frac{\text{Entrance exam score}}{800}$$

When calculating grade point average, additional letter grades except for 'CR' will not be counted. 60 or above credits earned for courses a student completed are accepted as credit hours earned.

c. Major selection process consists of two stages: (1) applying for majors and (2) validating their selection, and will be conducted Monday through Friday of the third week of June.



d. The commencement of major selection process shall start on Monday at 9.00 am as soon as the list of students' academic rankings is posted into the SISI system. Students shall start choosing a major they intend to study from Monday 9.00 am to Tuesday 5.00 pm in the academic information system (SISI). On Tuesday 5.00 pm, the SISI system shall turn inaccessible to students applying for majors.

e. The number of students accessible for majors shall be different depending on the schools at NUM. The students enrolled in the School of Arts & Sciences, School of Applied Sciences & Engineering, Business School, Orkhon School and Zavkhan School shall apply for 4 major programs, whereas the students in the School of International Relations and Public Administration - for 1 program.

f. By 6.00 pm on Tuesday, the list of academic rankings of the students applying for each major program shall be announced.

g. The students, who have been qualified for a particular major program according to their academic rankings, shall confirm their application for only one major in the SISI system from 9.00 am through 8.00 pm on Wednesday.

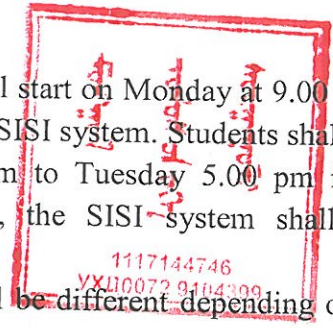
h. When a student confirms his/her application for the major program, the applications he/she made for other majors shall be invalid enabling the students added in the quota list from the wait list to confirm their application for a major program.

i. The students transferred into the quota list from the wait list, are eligible to confirm their application for a major program 9.00 am through 8.00 pm on Thursday.

j. The students who fail to apply for a major program before the deadline (Thursday 8.00 pm) are offered to choose from the remaining majors in correspondence with their academic ranking order in the GPA list on Friday under the supervision of Academic Affairs Office. In this case, a student is required to arrive at the Academic Affairs Office on the appointed date in person and provide his/her student ID card.

k. In case a student is not able to participate in the major selection for a justifiable reason, he/she may do so through a trusted representative. He/she must inform the Academic Affairs Office about his/her decision in advance. (Request Form 2).

l. After the NUM director finalizes the major selection process by NUM President Decree, a student shall be eligible to choose the courses from the major program he/she has chosen in the academic information system.



### The estimation method to determine admission quota for major programs

1. When a Curriculum Sub-Committee of an academic department (curriculum sub-committee of a school in case there is no departmental structure) determines the admission quota for an undergraduate major program, they shall employ this estimation method.
2. The admission quota (the number of students who will study in a particular major program) shall be determined depending on the faculty teaching loads of a department (unit), capacity of classrooms and laboratory, and preselection process results.
  - 2.1. The proposal of admission quota in the major program shall be made consistent with the faculty teaching load of a department (unit). The admission quota shall be determined in terms of a group and not less than 25 students shall be placed in one group.
  - 2.2. The capacity of departmental laboratory used for implementing a particular major program shall be determined on a basis of grouping the students. A general standard applicable throughout the NUM shall be used to establish the loads of lecture halls and seminar classrooms.
  - 2.3. Overall results of the students' major preselection survey shall be processed based on the results of the latest preselection process. The 50% of the students' applications made for major programs in the second preselection process is added to the total number of applications made during the first preselection process and the sum of these additions divided by the number of students in a group and expressed in a whole number shall represent the final result of the major preselection survey.
3. Admission quota for a major program shall be the minimum value resulted from the estimations of the proposal for the number of students in a group (provisions 2.1 and article 4 of the appendix), laboratory capacity (provisions 2.2 and article 5), and students' major preselection survey results (provision 2.3 and article 6).
4. Steps to determine the number of groups
  - 4.1. Program Sub-Committee of an academic department (unit) shall determine admission quota for each major program representing it as a group based on the Teaching Contact Hours (TCHs) which represent hours spent in the classroom instructing students and total teaching loads of a department for all programs it offers (TLD).
  - 4.2. The total TCHs of a department shall be determined as a sum of all teaching contact hours of the faculty members in the department (based on Decree №.01).
  - 4.3. The teaching load of the faculty (TLD) is calculated on the basis of the number of general education courses, programs, and major courses offered by the academic department and represented in credit hours as follows:

$$TLD = MCL + GECL + GPL$$

Where:

*MCL - Major course load*

Total credit hours of major courses being offered to 3<sup>rd</sup> and 4<sup>th</sup> year students in the subsequent academic year after completing the total general education courses implemented by the department

*GECL – load for general education courses and other programs*



It includes elective courses in the previously implemented programs and the programs a department offers to students of other academic departments and schools. The lecture, seminar and lab hours represented for a group of students shall be estimated precisely.

#### ***GPL –Graduate program course load***

Teaching staff working in the rankings of professor and associate professor who are responsible for MA or PhD degree course loads shall teach not less than 3 credit hours in accordance with the provision 13, chapter 3 of the “Regulations on faculty vacancy and performance evaluation”.

GP (graduate program course load) = the number of faculty holding the academic ranks of professors and associate professors x 3credit hours

4.4. The TCHs for major programs corresponding with the groups identified as a result of major selection process shall match the credit hours for the courses intended to be taught to the 2<sup>nd</sup> grade students in the subsequent semester.

4.5. **Identifying the number of groups:** The potential number of groups to which major programs shall be offered in the forthcoming academic year is calculated by the difference between the total departmental load (TLD) and faculty teaching load (THC) divided by the teaching load in classrooms which must be matched with the groups identified as a result of major selection process (TLAMS).

$$\text{Number of groups} = \frac{\text{THC}-\text{TLD}}{\text{TLAMS}}$$

4.6. Identifying the number of groups for each major program: An academic department shall identify a proposed number of groups for each major program.

4.7. A sample estimation of quota of groups in an academic department:  
Visualize that an academic department A of the School of Arts & Sciences which consists of 2 professors, 4 associate professors, 5 senior teachers, and 6 teachers and which offers 2 programs is planning to offer 4 new programs. The estimation of teaching hour capacity and load of the department A, and the appropriate number of groups of students to be served by the department is shown in the table below:

Indicators	Estimated results	remarks
TCH	247	$12*2+13*4+15*5+16*6=247$
MCL	60	Mostly major specialization courses are offered to third and fourth year students. A student completes 15 credit hours on average per semester and 30 credit hours per an academic year (15x2).
GECL	21	let's consider there are totally 7 lecture groups are available
GPL	18	$(2+4)*3$

TLD	99	99=60+21+18
TLAMS	24	For example, 9 credit hours for the first semester, 15 credit hours for the second semester
NG	6	(247-99)/24=6; i.e. 6 groups of students
The department shall include 6 groups in each major program proposal.	1 <sup>st</sup> major program – for 2 groups 2 <sup>nd</sup> major program –for 3 groups 3 <sup>rd</sup> major program –for 1 group etc.	

TLAMS - Teaching load (A hour) for each group after major selection process

NG - Number of groups

5. The capacity of classrooms and laboratories shall be calculated as follows: Capacity of classrooms for lectures and seminars is identified pursuant to the general standard applied at NUM. On the contrary, the capacity of department labs is determined depending on the classrooms which are specifically equipped for laboratory or major classes, or classrooms used for various major classes or several programs.

5.1. The capacity of a lab is 8-10 groups per semester.

5.2. Total number of groups consisting of the third and fourth year students per academic year is calculated consistent with capacity of each classroom.

5.3. The availability of a room for new programs is calculated by subtracting the number identified in 5.2 from 20.

5.4. The number of groups suggested for each program will be identified depending on the availability of the classrooms.

6. The number of groups shall be identified in accordance with the results of major preselection survey as follows:

6.1. The 50% of the students' applications made for major programs in the second preselection process is added to the total number of applications made during the first preselection process and the sum of these additions divided by the number of students in a group (25-30) and expressed in a whole number shall represent the final result of the preselection survey.

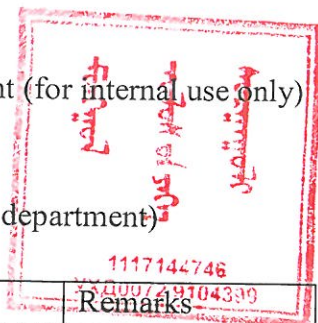
6.2. If the number of students who applied for a particular major is less than 15, the admission quota for the program shall be deemed to be 15.



Form №1 for The Sub-Committee of Academic Department (for internal use only)

### Admission quota proposal for major program

(The form shall be filled in for each program offered by academic department)



No.	Indicators	Remarks
1	Academic department	
2	Major program to be offered	
3	Teaching hour capacity of the department (TCHs)	provision 4.2
4	Teaching load of the department (TLD) (MCL+GECL+GPL)	provision 4.3
	MCL	
	GECL	
	GPCL	
5	TLAMS	provision 4.4
6	Proposed number of groups by the department	provision 4.5
7	Lab capacity (by groups)	provision 5
	Room 1	
	Room 2	
8	Students' preselection survey (the number of students)	provision 6.1
	First survey result (number of students)	
	Second survey result (number of students)	
9	The number of students per group (not less than 25)	provision 2.1
10	Preselection survey (by group)	provision 6.1
11	Admission group quota proposal	provision 3

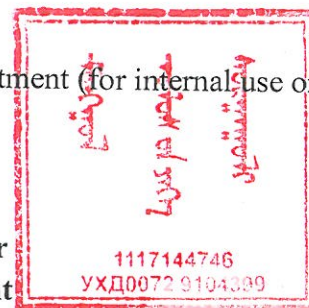
Head of the Department ...../

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Date.....

Received by...../

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**Overall proposal of Admission quota for  
major programs of academic department**

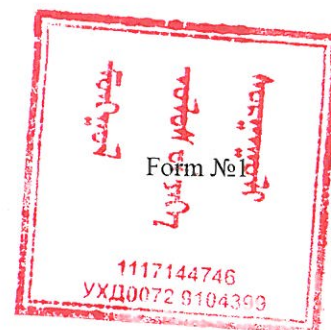
No.	indicators	
1	Academic department	
2	The quantity of major programs	
3	Teaching hour capacity of the department (by credit hour)	
4	Teaching load of the department (TLD) (MCL+GECL+GPL)	
	MCL	
	GECL	
	GPCL	
5	TLAMS (total)	
6	The number of groups	
7	Proposed quota of groups	
	Major program 1	
	Major program 2	
8	Proposed admission quota (by students numbers)	
	Major program 1	
	Major program 2	

Head of the Department ...../ /

Date.....

Received by...../ /





The National University of Mongolia  
School of .....  
Office of Academic Affairs  
210646 Baga Toiruu 47, Sukhbaatar District, Ulaanbaatar

### MAJOR DEFERRAL REQUEST FORM

1	Student's surname, name	
2	Student ID	
3	National ID registration number	Gender:
4	The reason to postpone the major selection	
5	Request	I enrolled in NUM on ..... (date). I am making a request to postpone my major selection at my own request. I understand that I will select my major program with the new enrollers next year.
6	Signature of the student making request	
7	Date of the request	
8	The officer of the Academic Affairs Office receiving request	
9	Date received request	

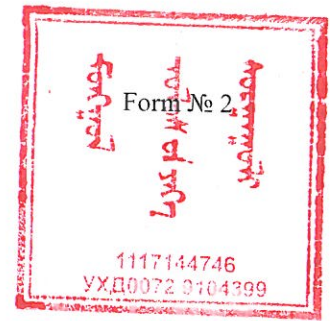
Please read the warning below:

*A student who has requested to postpone major selection shall be able to choose a major the following year with new enrollers and shall be added to the list of their academic rankings based on the GPA. Take into consideration that your graduation will be delayed.*

*In case the student fails to select the major he/she intends to pursue, he/she is able to choose the major as a minor.*

The National University of Mongolia  
School of .....  
Office of Academic Affairs

210646 Baga Toiruu 47, Sukhbaatar District, Ulaanbaatar  
Fax: /Phone: 77307730



**Request form on major program selection by trusted representative**

1	Student's surname, name	
2	Student ID number	
3	Registration number	Gender:
4	Phone number	
5	Full name of the trusted representative	
6	Registration number of the trusted representative	
7	Phone number of the trusted representative	
	Reason for appointing the trusted representative to select major program	
8	Request	<p>on behalf of the student .....(name of the student)</p> <p>....., NUM</p> <p>I declare I will make a right choice for the major during the specified period of major selection process.</p>
9	Signature of the student	
10	Signature of the trusted representative	
11	The officer of the Academic Affairs receiving request	
12	Date	

Please read the warning below:

*In case a trusted representative fails to choose the right major, no correction shall be allowed to be made afterwards.*

PS: A copy of a trusted representative's national identification card shall be attached to the request form.