DECREE OF THE PRESIDENT OF THE

NATIONAL UNIVERSITY OF MONGOLIA

Date: 26 December 2016 No. A/348 Ulaanbaatar city

Approval of the revised Student Transfer Admission Rules

Whereas, in conformity with the provision No. 12.1.4 of the Article 12 of the Law of Mongolia on Higher Education, and the minute dated 20 December 2016 of the Administration Council of NUM, the President hereby DECREEs:

1. The "Student Transfer Admission Procedure" is approved in the Appendix and follows from 1 January 2017;
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 Regulations.
3. With respect to the present decree, the " Student Transfer Admission Procedure" approved by the NUM President decree No. A/375 of 2015 shall be deemed invalid.

NUM PRESIDENT R. BAT-ERDENE

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*Appendix to the President decree No. A/348*
*Dated 26 December 2016*

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# STUDENT TRANSFER ADMISSION PROCEDURE

## One. General provision

1.1. These rules (hereinafter as "rules") regulate procedures for undergraduate and graduate transfer students from foreign and domestic universities (hereinafter as "applicant") to the National University of Mongolia (hereinafter as "NUM"), and internal transfer students between the schools and/or programs of the NUM.

1.2. "The applicant" refers to a student applying for transfer to schools and/or programs of the NUM, "registration system" means the online registration, "Transfer commission" refers to a commission assigned to coordinate student transfer procedures, and "commission member" refers to an official/officer engaged in student transfer services.

1.3. Programs and number of transfer students shall be timely. announced as per proposal by the Sub-Commission. The number of major programs of respective schools, NUM shall not be exceeded.

1.4. Branch schools of the NUM (Zavkhan and Orkhon schools) are allowed to develop and follow their own procedure given their context. Procedure is confirmed by the Vice President for Academic Affairs, NUM.

## Two. Transfer Commission

2.1 The Transfer Admission Commission and sub-commission are responsible for transfer process.

2.2 The Commission includes the Vice-President for Academic affairs as a Chairman, Head of the Registrar Office as a secretary, and Dean of the School, Head of Information Technology Division, Senior officer of the University Registrar Office and officer for students' admission, graduation and registration as members. The Sub-Commission includes the Dean of the School as a Chairman, Head of School's Academic Affairs Office as a secretary, and Deputy Dean of the School, Head of Department/Unit, and Admission, graduation and registration officer of respective school as members.

2.3 The Transfer Commission provides supervision on student transfer admission process and conducts monitoring on Sub-Commission.

2.4 The Sub-Commission provides a list of programs to accept transfer students, sets number of students for admission, approves and schedules examination, develop examination materials, coordinates and assesses examination, announces examination results, uploads data into a system, screening of documents and credit transfer process.

## Three. Requirements for international transfer students

3.1 An undergraduate applicant from a foreign university ranked in World University Rankings as equal as or higher than NUM is required to have successfully completed not less than 12 credit hours within last 2 years and to have earned a minimum GPA of 2.5.

3.2 An undergraduate applicant from a foreign university ranked as lower than NUM in accordance with the ranking in provision 3.1 is required to have successfully completed not less than 12 credit hours within last 2 years and to have earned a minimum GPA of 3.2.

3.3 A graduate applicant for transferring to NUM is required to have completed not less than 6 credit hours from one semester during the last 2 years, and to have earned a minimum GPA of 2.8.

Four. Requirements for domestic transfer students

4.1 An undergraduate applicant from state-owned higher institution of Mongolia is required to have completed not less than 12 credit hours subsequently from 2 terms respectively for 2 years prior to the term of application, to have earned a minimum GPA of 3.0 and should meet any of the following requirements:

4.1.1 Applicants awarded at International and/or national Olympiads ranked by the MECS, conferences and sports competitions, should have taken one of the general admission exams, which are included in the admission requirements of the accepting school.

4.1.2 General admission exams taken by the applicant must not be different from those the accepting school requires, and scores must be higher than minimum scores of the year of application.

4.2 An undergraduate applicant from private higher institute of Mongolia is required to have completed not less than 12 credit hours subsequently from 2 terms respectively for 2 years prior to the term of application, to have earned a minimum GPA of 3.2 and should meet any of the requirements stated in 4.1.1 and 4.1.2 of the these rules.

4.3 A graduate applicant to transfer to the NUM is required to have completed at least one term as a full-time student in a graduate degree-seeking program at any of domestic higher institute, to have earned not less than 6 credit hours and a minimum GPA of 2.8.

Five. Requirements for internal transfer students within the programs of NUM

5.1 An undergraduate applicant eligible for the following requirements may apply for an internal transfer:

5.1.1 have completed not less than 12 credit hours subsequently from 2 terms respectively for 2 years prior to the term of application and have earned a minimum GPA of 2.8;

5.1.2 Not to have enrolled in the current program under contractual provisions with other external organization;

5.2 An undergraduate applicant eligible for the following requirements may apply for evening or distance program transfer:

5.2.1 have completed at least one semester as a full-time student, and earned less than 12 credit hours and a minimum GPA of 2.8;

5.2.2 not to have enrolled in the program under special condition or contractual provisions with other external organizations or grants.

5.3 A graduate applicant, who has completed at least one semester as a full-time student in a graduate-degree seeking program, and has earned not less than 6 credit hours and a minimum GPA of 2.6, is eligible for transfer application.

Six. Transfer admission registration

6.1 Any transfer admission related details including the list of programs to accept transfer students, number of students to be admitted, form of examination, date and venue are approved by the Transfer Admission Commission as per proposal by Sub-Commission and announced prior to registration at the website: http://num.edu.mn, http://shiljilt.num.edu.mn.

6.2 Transfer registration is held online through the website http://shiljilt.num.edu.mn twice a year: on 08 -15 August for a fall term and on 01-15 January for a spring term.

6.3 An applicant accesses the registration system using his/her e-mail address and password (student ID number and password for an internal transfer applicant) and applies as per instruction provided.

6.4 The applicant is required to fill out the online application form and submit the following documents:

- Citizen's identity card or other identification document (non-NUM applicants only);
- A letter of reference by the attending university confirming his/her current enrollment (non-NUM applicants only);
- Official transcript (Only non-NUM applicants are required to submit a sealed and signed official transcript with GPA and credits);
- Official certificate of education; Certificate for General Secondary Education for an undergraduate applicant; BA diploma for graduate applicant and MA diploma for doctoral applicant (non-NUM applicants only);
- Certificate of general admission examination for undergraduate applicant (non-NUM applicants only);
- Photo (refer for photo requirements in the registration system and non-NUM applicants only)
- Evidence if you request special consideration;

6.5 If any of the documents listed in 6.4 is in a foreign language, a notarized official translation must be provided.

6.6 An applicant may apply for several programs' transfer and online registration fee shall be paid per program.

## Seven. Transfer admission examination

7.1 An applicant takes a transfer admission exam as required by respective school.

7.2 Applicants assessed not less than 60% of the eligible scores are ranked and admitted as per quotas limit.

7.3 In case of the equal ranking, GPA earned from the previous university shall be subject to consideration.

## Eight. Approval of transfer admission

8.1 An applicant shall be notified on the outcome of application through online registration system.

8.2 An applicant is allowed to apply for several programs at the same time and take several exams; however, he/she will be approved to transfer to only one program.

8.3 The applicant notified on his/her admission is required to submit all the original documents in a sealed folder to the Academic Affairs Office of the school within the designated date, and receives an access to the academic information system and ID card.

8.4 If the applicant included in admission list fails for registration as stated in 8.3 of the current rules, his/her application shall be deemed as declined by an applicant and the transfer shall be granted to the next applicant, who meets the requirements stated in 7.2.

8.5 The officer of Academic Affairs Office screens and confirms the documents against registered details.

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## Nine. Credit transfer

9.1 Previously earned credit hours for majors shall be evaluated by the Academic Affairs Office of respective school and transfer shall be approved by the order of the President (table 2).

9.2 Up to 45 previously earned credit hours by undergraduate student shall be transferred. For internal transfer students, up to 75 credits shall be transferred depending on the course equivalencies.

9.3 Credit transfer shall be respectively not more than 9 credit hours for master-degree students transferring from foreign prestigious universities, not more than 6 credit hours from domestic universities, and not more than 12 credit hours for internal transfer students.

9.4 Credit transfer shall be respectively not more than 15 credit hours earned by doctor-degree students transferring from foreign prestigious universities, not more than 9 credit hours from domestic universities, and not more than 18 credit hours for internal transfer students.

9.5 If previously earned credit hour for a particular course is less than respective course credit hour of NUM, no transfer shall be made. Inadequate credit hours shall not be earned with complementary course. If credit hour exceeds, transfer shall be made as per credit hour requirements of NUM.

9.6 If a term "credit hour" is defined and estimated differently in the previous university from that the NUM defines and estimates, it will be estimated according to articles 1.10.27 and 1.10.28 of the Academic regulations of NUM.

9.7 If it is not feasible to estimate credit hours and GPAs, the Sub-Commission considers for a decision making, and the minutes of the meeting will be delivered to the Transfer Commission. (If the grading scheme of previous institution is different than NUM, the Sub-Commission should attach an official note or online note on equivalence to respective scores, and if it is not applicable, grading shall be equally weighted to standard marks of 60- 95. For instance, if the grading scheme of previous school has quality of achievement as excellent, fair, satisfactory and unsatisfactory, respective marks of 60-71, 72-83, and 84-93 shall be assigned or -66 as satisfactory, -78 as fair, or -90 as excellent, or converted into points for credit hour)

9.8 Transferred courses shall be recorded into the academic course list as per transferred term, and internal transfer students shall be evaluated as per grading scheme of NUM, and for international and domestic transfer students, the grading scheme shall be as per CR.

## Ten. Transfer admission fee

10.1 Registration fee shall be equal to 1 credit hour tuition fee per level I of respective school curriculum.

10.2 Applicants eligible and approved for internal transfer admission shall not pay the transfer fee.

10.3 Students eligible and approved for international and domestic transfer are required to pay the transfer admission fee to the accepting school account.

10.4 Transfer admission fee shall be equal to the admission service fee.

10.5 70% of the registration fee shall be administered on coordinating transfer registration and examination while 30% shall be transferred to the central fund of the NUM.

10.6 Registration and transfer fees are not refundable.

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Eleven. Miscellaneous

11.1 Any changes to forms of study (evening, distance, and research, professional) shall be subject to consideration by Administration council meeting of the school, and approved by the decree of President.

11.2 Detection of fraudulent documents submitted for transfer admission shall not be subject to transfer to NUM and an act of such forgery detected upon the transfer shall be subject to dismissal from the NUM.

11.3 Articles 3.1, 3.2, and 3.3 of these rules are not applicable to the applicants who are under certain circumstances (health problem, family problem, force majeure etc.)

11.4 Applicants registered in accordance with the article 11.3 of these rules fail to attach to registration system the related evidence including the patient medical record or reference from hospital/medical practitioner valid within the designated year shall be adherent to article 5.1.

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**Table 1.**

**List of programs for transfer admission students**

| Schools | Course title, index | Quotas | Exam type | Exam room | Exam date |
|---|---|---|---|---|---|
| School of Arts and Sciences | | | | | |
| Business School | | | | | |
| School of International Relations and Public Administration | | | | | |
| School of Law | | | | | |
| School of Engineering and Applied Sciences | | | | | |
| Orkhon School | | | | | |
| Zavkhan School | | | | | |

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**Table 2.**

**Credit transfer admission table**

Student's full name: …….

Student ID: ……..

Transfer program: ……

Academic level: ……..

Previous program: ……..

Decree No for transfer approval: …….

Date: ……. / ……../ 201…..

| № | Previous course(s) | Credit hours | Grade | Transfer credit(s) | Credit hours | Grade |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |

Evaluated by: ……...

Agreed by: …… /Student/

Confirmed by: ……../Head of Department/

Grades recorded by: …… /Officer, Academic Affairs Office/

Reviewed by: /seal and sign/ …… /Head, Academic Affairs Office/