

NATIONAL UNIVERSITY OF MONGOLIA
PROCEDURE FOR TEACHING AND LEARNING ACTIVITIES

I. General Provisions

- 1.1. This Procedure shall be enforced for the organization of teaching and learning activities leading to the awarding of bachelor's, master's, and doctoral degrees at the National University of Mongolia (hereinafter "NUM"), in conformity with the Charter and relevant procedures of NUM, and on the basis of the General Law on Education of Mongolia, the Law on Higher Education, and the regulations and procedures issued by the state central administrative body responsible for education.
- 1.2. This Procedure shall apply to NUM faculty members, learners (undergraduate students, master's students, and doctoral students), and other stakeholders engaged in teaching and learning activities.
- 1.3. Issues related to teaching and learning activities that are not specifically regulated by this Procedure shall be discussed and decided by a working group chaired by the Vice Rector and composed of representatives of relevant units.
- 1.4. Non-degree teaching and learning activities shall be regulated by a separate procedure.

Two. Terminology of the Procedure

- 2.1. *Learner (student)* collectively refers to undergraduate students, master's students, and doctoral students.
- 2.2. *Undergraduate student* refers to a learner enrolled in a bachelor's program; master's student (graduate student) refers to a learner enrolled in a master's program; and doctoral student (PhD candidate) refers to a learner enrolled in a doctoral program.
- 2.3. *Associate degree* refers to a diploma awarded to a student who has fulfilled the requirements set forth in the General Law on Education of Mongolia.
- 2.4. *Non-matriculated learner (citizen learner)* refers to an individual who is not admitted to any academic program of NUM but is enrolled in one or more courses..
- 2.5. *Learner with disabilities* refers to a learner whose disability has been officially recognized in accordance with Article 37.2 of the Law on the Rights of Persons with Disabilities.
- 2.6. *Foreign national* refers to an individual who is either not a citizen of Mongolia or who holds the citizenship of another country.
- 2.7. *Stateless person* refers to an individual who does not hold citizenship of any country.
- 2.8. *Immigrant* refers to a foreign national or stateless person who has been granted a residence permit by the competent authority of Mongolia.
- 2.9. *Entrance examination* refers to an examination designed to assess the knowledge, skills, and attitudes of applicants seeking admission to bachelor's, master's, or doctoral programs.
- 2.10. *Class hour* refers to a period of 50 minutes. Two consecutive class hours may be delivered within 90 minutes without a break in between.
- 2.11. *Student Workload* refers to the total time a learner spends on all types of learning activities (attending classes led by the instructor, consultations, preparing for classes, completing assignments, independent study, and further exploration, being assessed through examinations or other forms of evaluation of acquired knowledge, skills, and attitudes), required to achieve learning outcomes, as well as time spent on analyzing and

reflecting on the content and results of studied courses, as well as participating in institution-organized activities such as reviewing course information, selecting courses, and completing surveys related to courses and academic programs.

- 2.12. *Credit* refers to the basic unit for measuring student workload and the volume of educational content.
- 2.13. *Course credit* refers to the total number of hours planned for a course in order to achieve its intended learning outcomes. The planning is based on the sum of instructor-led and independent study hours, which are determined and approved for each course depending on its level and characteristics. One course credit is equivalent to 48 academic hours.
- 2.14. *Online course* refers to a course designed and prepared with a comprehensive set of materials that allows learners to study independently, regardless of time or place, through the use of information technology.
- 2.15. *Modular course delivery* refers to a form of instruction in which the number of instructional weeks is reduced without diminishing the content, credits, or quality of the course.
- 2.16. *Academic semester (hereinafter “semester”)* refers to a defined period of time structured in a systematic sequence to organize teaching and learning activities, taking into account the interrelation and continuity of courses.
- 2.17. *Course registration period* refers to the time during which learners review course information and complete registration, prior to the commencement of the academic activities of the degree program.
- 2.18. *Individual study plan* refers to a semester-by-semester plan developed by a learner to successfully complete the requirements of an academic program, tailored to their own interests, circumstances, and available resources.
- 2.19. *Course assessment* refers to the indicators that demonstrate the extent to which a learner has achieved the knowledge, skills, and attitudes prescribed in the course syllabus.
- 2.20. *Formative assessment* refers to the evaluation of a learner’s participation, attendance, and engagement during the course, as well as the extent to which the learner has acquired the knowledge, skills, and attitudes prescribed in the syllabus, serving as a means to encourage and activate both teaching and learning.
- 2.21. *Examination* refers to the evaluation activities conducted during the middle and/or at the end of a semester to assess how well a learner has acquired the knowledge, skills, and attitudes prescribed in the course syllabus.
- 2.22. *Midterm examination* refers to the evaluation activities conducted in the middle of a semester to measure the extent to which a learner has acquired the knowledge, skills, and attitudes prescribed in the course syllabus.
- 2.23. *Final examination* refers to the evaluation activities conducted at the end of a semester, after completion of the course, to assess the extent to which a learner has acquired the knowledge, skills, and attitudes prescribed in the course syllabus.
- 2.24. *External examination* refers to the evaluation of a learner’s knowledge, skills, and attitudes prescribed in the course syllabus by an independent examiner.
- 2.25. *Grade point* refers to the indicator of the quality of a learner’s academic performance in a semester or throughout their studies, calculated on the basis of weighted points.
- 2.26. *Grade point average (GPA)* refers to the indicator of the quality of a learner’s academic performance in a semester or throughout their studies, expressed as an average numerical value.

- 2.27. *Attempted credits/grade point average (attempted GPA)* refers to the indicator calculated based on all courses a learner has enrolled in, whether successfully completed or not.
- 2.28. *Earned credits/grade point average (earned GPA)* refers to the indicator calculated based only on the courses that a learner has successfully completed.
- 2.29. *Undergraduate research project* refers to a research activity undertaken by a bachelor's student to verify the acquisition of the knowledge, skills, and attitudes required for completing the major degree program, while also developing foundational research knowledge, skills, and attitudes.
- 2.30. *Master's thesis* refers to a research project in which a master's student studies a specific scientific problem in depth, conducts experimentation, processing, and analysis at an appropriate theoretical and methodological level, and substantiates research results within a defined conceptual framework, culminating in proposals, solutions, conclusions, and recommendations presented for the defence of the master's degree.
- 2.31. *Professional master's practicum* refers to a learning activity aimed at linking theoretical and methodological knowledge, skills, and attitudes with practical activities for the purpose of professional development.
- 2.32. *Doctoral dissertation* refers to a scholarly work that addresses a significant problem in a specific scientific field, or provides a scientifically grounded solution to a socially and economically relevant issue of national importance; that critically compares the novelty of its findings against previously known solutions; that adheres to required formats and standards; and that contributes new knowledge, justification, and theoretical and practical conclusions in the subject area.

Three. Organization of Teaching and Learning Activities

- 3.1. The teaching and learning activities of NUM shall be overseen by the Vice-rector, the head of the unit in charge of academic affairs and programs, the directors of constituent/branch schools, the heads of departments, and the heads of other relevant units, who shall ensure management and organization in compliance with the General Law on Education, the Law on Higher Education, other applicable legislation, and the Charter and procedures of NUM.
- 3.2. In order to ensure the smooth implementation of teaching and learning activities, the relevant units shall cooperate in a coordinated and responsible manner, implement the duties specified in the relevant regulations and procedures, and report on their performance.
- 3.2.1. The unit in charge of academic programs shall:
- 3.2.1.1. Develop policies, regulations, procedures, and guidelines related to teaching and learning activities and ensure their implementation;
 - 3.2.1.2. Organize and monitor the teaching and learning activities of academic programs at all levels;
 - 3.2.1.3. Organize the admissions and transfer processes for academic programs at all levels;
 - 3.2.1.4. Manage and organize matters related to the registration, updating of records, and evaluation of learners at all levels;
 - 3.2.1.5. Monitor the implementation of learners' study plans at all levels;
 - 3.2.1.6. Monitor the implementation of academic programs at all levels, issue, validate, and archive graduation documents;

- 3.2.1.7. Organize and support the implementation of joint programs in cooperation with relevant units;
- 3.2.1.8. Support learners' academic activities and provide necessary consultation and services;
- 3.2.1.9. Produce statistical data related to teaching and learning, and conduct relevant research and analysis;
- 3.2.1.10. Manage and organize the legal framework of academic programs, including program development, approval, and implementation;
- 3.2.1.11. Support and cooperate in the activities of the Doctoral Defence Committee, and organize the review and evaluation of doctoral candidates' defence materials;
- 3.2.1.12. Implement quality management of academic programs;
- 3.2.1.13. Manage and organize accreditation activities;
- 3.2.1.14. Disseminate and promote information related to academic programs;
- 3.2.1.15. Conduct surveys of learners, graduates, and employers regarding satisfaction and other relevant issues;
- 3.2.1.16. Prepare and report statistical data related to academic programs.
- 3.2.2. Constituent/branch schools and Interdepartmental/inter-branch program committee shall:
 - 3.2.2.1. Determine the teaching workload of faculty members in a timely manner;
 - 3.2.2.2. Deliver instruction in accordance with the approved program, study plan, and course syllabi;
 - 3.2.2.3. Organize practicums in accordance with relevant procedures;
 - 3.2.2.4. Monitor the teaching activities of faculty members and learners' participation in classes, and address any breaches;
 - 3.2.2.5. Conduct quality evaluations of academic programs and course content, and improve the integration of courses;
 - 3.2.2.6. Approve the individual study plans and research topics of master's and doctoral students, as well as the composition and supervisors of master's thesis defence committees;
 - 3.2.2.7. Monitor and improve the quality of academic program implementation;
 - 3.2.2.8. Ensure that teaching and learning activities are supported with appropriate furniture, equipment, and facilities in compliance with standards; improve the learning environment; and oversee the regular and quality maintenance of classrooms.
- 3.2.3. The unit in charge of student development shall:
 - 3.2.3.1. Organize activities related to student loans, financial aid, scholarships, financial support, and participation in exchange programs;
 - 3.2.3.2. Develop and implement programs, in cooperation with relevant departments and units, that support student research, initiatives, and personal development services;
 - 3.2.3.3. Provide services supporting student employment and graduate development;
 - 3.2.3.4. Organize legal, health, and psychological counselling services, including online services;
 - 3.2.3.5. Provide respective services to international learners and graduates;
 - 3.2.3.6. Provide support services for learners with disabilities;
 - 3.2.3.7. Prepare and report relevant research, statistical data, and information.

- 3.2.4. The unit in charge of faculty development and learning support shall:
 - 3.2.4.1. Analyze faculty training, teaching methodology, and skills;
 - 3.2.4.2. Support the development of comprehensive competencies of faculty members;
 - 3.2.4.3. Provide support for conducting online teaching.
- 3.2.5. The unit in charge of digital transformation shall:
 - 3.2.5.1. Continuously develop and improve the academic information system in accordance with the requirements of teaching and learning activities;
 - 3.2.5.2. Ensure the proper functioning and security of the academic information system.
- 3.2.6. The unit in charge of finance and account shall:
 - 3.2.6.1. Manage and oversee activities related to tuition fees and registration charges;
 - 3.2.6.2. Conduct financial settlements among constituent and branch schools;
 - 3.2.6.3. Manage financial services related to teaching and learning, and enter information on approved tuition fees and other charges into the system;
 - 3.2.6.4. Prepare and report relevant data, information and reports.
- 3.2.7. The unit in charge of cooperation shall:
 - 3.2.7.1. Collaborate and provide support in partnership with domestic and foreign organizations, foundations, and individuals;
 - 3.2.7.2. Facilitate learners' participation in exchange programs;
 - 3.2.7.3. Provide relevant information and prepare reports.
- 3.2.8. The unit in charge of logistics and services shall:
 - 3.2.8.1. Ensure a proper learning environment and infrastructure for teaching and learning, provide timely maintenance, and monitor implementation;
 - 3.2.8.2. Through the University's health service, regularly conduct hygiene and sanitary inspections of classrooms and dormitories in accordance with relevant regulations, procedures, and standards; provide guidance to staff; and deliver primary health care services to NUM faculty, staff, and learners.

Four. Teaching and Learning Activities

- 4.1. Organization of Instruction
 - 4.1.1. At the beginning of each academic year, the unit in charge of academic affairs and programs shall develop the "Integrated Teaching Plan," which shall be approved by the Vice-rector. Teaching and learning activities shall be organized by academic year and by semester in accordance with the Integrated Teaching Plan.
 - 4.1.2. Academic programs may be implemented in classroom-based, online, or blended formats, and may be delivered in either Mongolian or English.
 - 4.1.3. Academic programs may be organized independently by the responsible unit or jointly in cooperation with other academic units/institutions.
 - 4.1.4. The academic year shall consist of two regular semesters, fall and spring. In addition, instruction may be organized during supplementary winter and summer semesters. The start and end dates of each semester shall be specified in the Integrated Teaching Plan.
 - 4.1.5. The duration of regular semesters for teaching and learning activities shall be as follows:

Level	Course Registration Period*	Instruction	Final Examination	Grading	Total duration
Bachelor's	2 weeks	16 weeks	2 weeks	1 weeks	21 weeks
Graduate (Master's and Doctoral)	1 weeks	12 weeks	2 weeks	1 weeks	16 weeks

** The course registration period for regular semesters shall be 10 days prior to the start of instruction for bachelor's programs, and 5 days prior to the start of instruction for graduate programs.*

4.1.6. Departments and units may organize instruction in a shortened format (modular course delivery) without compromising the quality of teaching and learning and educational activities. Requests for modular course delivery shall be reflected in the course allocation. Based on the proposal of the department, the unit in charge of academic affairs and programs shall review and decide on the request.

4.1.7. Based on a learner's individual study plan and the proposal of the department, when a class group is formed in accordance with Clause 4.5.11 of this Procedure, the unit in charge of academic programs may decide to organize instruction during supplementary winter and summer semesters. The total duration of the winter semester shall be three weeks, and the total duration of the summer semester shall be eight weeks.

4.1.8. A learner's level shall be determined by the total number of credits earned.

Level of Study	Level 1	Level 2	Level 3	Level 4	Level 5 (School of Law)
Bachelor's	0–30	31–60	61–90	91 and above (91–120 for the School of Law)	121 and above
Master's	0–15	16 and above			
Doctoral	0–24	25–36	37 and above		

4.2. Admissions

4.2.1. Admissions activities of NUM shall be organized online.

4.2.2. The Admissions Committee of NUM shall be established by order of the Rector.

4.2.3. Admission to bachelor's full-time programs of NUM shall be carried out in accordance with the "Procedure for Admission to Bachelor's Full-Time Programs of NUM."

4.2.4. Admission to second bachelor's programs of NUM shall be carried out in accordance with the "Procedure for Admission to Bachelor's (Evening, Part-time) Programs of NUM."

- 4.2.5. Admission to master's and doctoral programs of NUM shall be carried out in accordance with the "Procedure for Admission to Master's and Doctoral Programs of NUM."
- 4.2.6. Admission of foreign nationals and stateless persons shall be carried out in accordance with the "Procedure for Admission of Foreign Nationals to NUM."
- 4.2.7. Transfers of learners between higher education institutions in Mongolia and abroad, as well as transfers between NUM programs at all levels, shall be regulated by the "Procedure for Student Transfer to NUM."
- 4.2.8. An individual who already holds a bachelor's degree or higher may be admitted to a bachelor's full-time program without taking the entrance examination.
- 4.2.9. An applicant who has previously obtained a bachelor's or master's degree in another field (except in law), and who meets specific entrance examination criteria, may be conditionally admitted to a graduate program. Such learners shall be required, during their first two semesters, to study undergraduate courses in parallel with core courses of the admitted program, as specified in their individual study plan.
- 4.2.10. A professional master's degree holder shall be required to have completed 4 credits of research work in order to be admitted to a doctoral program. The research work counted towards these 4 credits shall consist of scholarly work carried out after completing the master's program, and must be relevant to the field of the doctoral program applied for. A committee appointed by the constituent/branch school shall evaluate and recognize the 4 credits of research work and submit evidence to the Admissions Committee.
- 4.2.11. At the time of admission, a master's student shall specify whether they will pursue the program in the research track or the professional track. After completing the foundation and common specialization courses of the program, the student may change their track once during their studies, upon request. Such requests shall be resolved jointly by the department and the unit in charge of academic affairs and programs.
- 4.2.12. Depending on the research topic, a master's student may take bachelor's level courses upon the decision of the supervisor; however, such courses shall not be counted towards the fulfilment of program requirements, credits, or grade point average.
- 4.2.13. A person who has completed secondary education may apply to study up to 30 credits (for a maximum of two semesters) of bachelor's level courses; a bachelor's degree holder may apply to study up to 9 credits (for a maximum of two semesters) of master's level courses; and a master's degree holder may apply to study up to 9 credits (for a maximum of two semesters) of doctoral level courses. Specialization courses shall require the approval of the relevant department.
- 4.2.14. A learner who has completed all general education and professional core courses, accumulated at least one-third of the required credits in specialization courses, and attained a cumulative GPA of 2.3 or above, may apply through the academic information system to pursue a double or minor program. Applications may be submitted from October 1 to October 31 in the fall semester, and from March 1 to March 31 in the spring semester.
- 4.2.15. An undergraduate student may pursue up to two concurrent minor programs in addition to their major program, provided that the requirements of each program are met.

- 4.2.16. Depending on the number of applicants and the capacity to deliver instruction, an examination may be administered for admission to double or minor programs.
- 4.2.17. Applications for admission to minor programs shall be approved by order of the director of the constituent/branch school, based on the recommendation of the department, during the first two weeks of November in the fall semester and the first two weeks of April in the spring semester. Applications for admission to double degree programs shall be approved by order of the Rector of NUM, based on the recommendation of the constituent/branch school.
- 4.2.18. After the issuance of the order for admission to double or minor programs, the unit in charge of academic affairs and programs shall grant the learner access to the program through the academic information system. Learners shall check their admission status in the academic information system.
- 4.2.19. Learners admitted to double or minor programs shall commence studies from the following semester.
- 4.2.20. A student enrolled in a minor program may apply to continue studies in the same field as a double program.

4.3. Course Registration

- 4.3.1. Course registration shall be conducted online in two stages: developing the individual study plan and confirming course registration.
- 4.3.2. The unit in charge of academic affairs and programs shall upload into the academic information system the study plan, course syllabi, and information on instructors teaching in the following semester (including co-teaching faculty from other departments/units, if applicable). If changes are made based on the proposal of the relevant department/unit, such information shall be updated by the 11th week of the semester. Courses with incomplete information or syllabi shall not be included in the list of courses for the individual study plan or in the class schedule.
- 4.3.3. Academic advisors for bachelor's students (for general education and specific programs) shall be appointed by order of the director of the constituent/branch school during the 15th–16th weeks of the spring semester. Advisors shall provide guidance regarding academic programs, individual study plans, and teaching and learning activities. The number of students per advisor group shall not exceed 30.

4.4. Development of the Individual Study Plan

- 4.4.1. Upon admission, transfer, or declaration of a program, the learner shall develop an individual study plan covering the entire study period (including regular and supplementary semesters) based on the study plan of the program, and enter it into the academic information system no later than seven days prior to the start of course registration.
- 4.4.2. A learner may make changes to their individual study plan during the 13th and 14th weeks of the regular semester. Participation in winter and summer supplementary semesters must also be included in the individual study plan.
- 4.4.3. If a course included in the individual study plan is not offered in a given semester, or the learner fails to confirm registration for it, changes to the plan may be made during the 3rd–10th days of the course registration period, and confirmation of registration shall be completed during the 5th–10th days.

- 4.4.4. Graduate students may make changes to their individual study plan and confirm course registration during the course registration period.
- 4.4.5. During the course registration period for supplementary semesters, learners may make changes to their individual study plan and confirm registration.
- 4.4.6. Undergraduate students are advised to study at least 12 credits and on average 15 credits in a regular semester, with a maximum of 21 credits. In supplementary semesters, the maximum number of credits shall not exceed 3 in winter and 7 in summer.
- 4.4.7. Master's students are advised to study an average of 10 credits of coursework and research/professional practicum per semester, with a maximum of 16 credits. Doctoral students are advised to study an average of 10 credits of coursework and research per semester, with a maximum of 18 credits.
- 4.4.8. Students pursuing double or minor programs shall study courses together with students of the major program, and their semester workload shall be regulated in accordance with Clause 4.4.6 of this Procedure.
- 4.4.9. Master's and doctoral students shall develop their individual study plan in their first semester of enrolment, reflecting the credits for research work in accordance with the specifics of their program, and confirm the courses through the academic information system.
- 4.4.10. The supervisors and reviewers of master's and doctoral students shall hold doctoral degrees. Within the first two semesters of enrolment, the list of research topics and supervisors shall be approved by order of the director of the constituent/branch school, based on the proposal of the department/inter-branch program committee.
- 4.4.11. The research topic and supervisor may be changed by order of the director of the constituent/branch school, based on the proposal of the department/program committee.
- 4.4.12. The supervisor shall guide and determine the research topic and plan of master's and doctoral students, advise them on conducting research, writing the master's thesis or doctoral dissertation, and shall be responsible for ensuring the content, quality, outcomes, scholarly approach, and adherence to ethical standards of the research.
- 4.4.13. The types of research work and their corresponding credits shall be determined with reference to the indicators for calculating research credits for NUM faculty, and shall be regulated by a separate procedure.
- 4.5. Course Registration Confirmation
 - 4.5.1. Based on the planned courses of learners, the number of students enrolled, and the faculty positions available, the head of the department shall calculate the teaching load of departmental faculty in accordance with relevant procedures, and by the 15th–16th weeks of the semester enter the teaching allocation for the following regular and supplementary semesters into the academic information system for confirmation by the unit in charge of academic affairs and programs.
 - 4.5.2. When allocating teaching loads, the department shall, where group formation is sufficient, designate two or more instructors for a course, thereby allowing learners to choose among them. In the case of specialization courses, where teaching resources are limited, only one instructor may be assigned.

- 4.5.3. Faculty members teaching courses at the master's and doctoral levels shall hold a doctoral degree.
- 4.5.4. Based on the proposal of the department, the unit in charge of academic affairs and programs shall prepare the course schedule for the following semester, including course titles, instructors, classrooms, and time slots, prior to the start of course registration. The head of the unit in charge of academic affairs and programs shall approve the schedule.
- 4.5.5. Based on the individual study plan and course schedule, bachelor's students shall confirm course registration within 10 days of the regular semester registration period, and graduate students shall do so within the first 5 days. For supplementary semesters, course registration confirmation shall take place within the first 2 days.
- 4.5.6. Learners with disabilities shall have the privilege of confirming course registration one day prior to the regular registration period, with support from the unit in charge of academic affairs and programs.
- 4.5.7. After selecting courses, learners shall make payment online within 24 hours to confirm registration. Courses not confirmed by payment shall be cancelled automatically by the system.
- 4.5.8. A learner may cancel registered courses independently within the first 10 days of the regular semester registration period.
- 4.5.9. Master's theses and doctoral dissertations shall be registered within the same semester after successful preliminary defence.
- 4.5.10. During the last 4 days of the course registration period for bachelor's programs, and the last 2 days for graduate programs, the unit in charge of academic affairs and programs shall resolve courses with insufficient enrolment (except for compulsory specialization courses). If a course is cancelled, the corresponding tuition fee shall be refunded to the learner's account in the academic information system, allowing the learner either to register for another course or to transfer the amount to the following semester.
- 4.5.11. The recommended minimum number of learners for course group formation shall be: 30 for general English courses, 15 for other foreign language courses, 40 for physical education, 50 for general education lecture courses, 25 for professional core lecture courses, 15 for specialization lectures, seminars, and laboratory courses, and 15 for courses offered exclusively within a specialized track; for master's level courses, 5; and for doctoral level courses, 3. Where groups are not formed, the unit in charge of academic affairs and programs shall decide based on the proposal of the constituent/branch school.
- 4.5.12. Methodology courses at the graduate level shall be organized as unified groups by each constituent/branch school.
- 4.5.13. Specialization elective courses without sufficient group formation shall be organized as consolidated groups of learners.
- 4.5.14. A learner who, for valid reasons, fails to confirm course registration within the designated period may, during the first 7 days of the regular semester, confirm courses subject to an additional fee. The fee shall be equivalent to the tuition for one credit of a bachelor's general education course. This process shall be managed by the unit in charge of academic affairs and programs.
- 4.5.15. A learner may cancel registered courses within the first week of the semester without penalty. Cancellation during the second week shall result in a 30% deduction

of the tuition for the course, with 70% refunded to the learner's account in the academic information system. From the third week onward, no refund shall be granted, and no cancellation request shall be accepted after the fourth week. Courses registered for supplementary winter and summer semesters may not be cancelled.

4.5.16. For courses delivered in modular format, cancellation shall be governed by Clause 4.5.15 of this Procedure.

4.5.17. Faculty members are prohibited from allowing learners who have not confirmed course registration to attend classes or receive grades.

4.5.18. Faculty members shall provide academic consultation to learners for each course taught, in accordance with the schedule approved by the head of the department. The time allocated for consultation shall be determined in compliance with the NUM procedure on faculty employment, taking into account the type and schedule of instruction.

4.5.19. Learners with disabilities may request reasonable accommodations (e.g., special equipment) in their classes according to the type of disability. The unit in charge of student development shall determine the accommodations in consultation with the instructor, department, and administration of the constituent/branch school.

4.5.20. A bachelor's student who has completed all general education and professional foundation courses, accumulated at least one-third of specialization credits, and achieved a cumulative grade point of 2.6 or higher, and who intends to continue studies in a relevant master's program, may take up to 12 credits (5xx level courses) from the master's program as free electives. The unit in charge of academic affairs and programs shall organize the credit transfer and recognition process.

4.5.21. Such courses, as specified in Clause 4.5.20, shall count toward the fulfilment of free elective requirements of the bachelor's program, and shall be credited toward the master's program after completion of the bachelor's degree, if the learner is admitted.

4.5.22. A master's student who has completed at least 15 credits of a research master's program with a GPA of 3.0 or above, and who intends to continue studies in a doctoral program in the same field, may take up to 18 credits (6xx level courses) from the doctoral program. The unit in charge of academic affairs and programs shall organize the credit transfer and recognition process.

4.5.23. Such courses, as specified in Clause 4.5.22, shall count toward the fulfilment of the master's program, and shall be credited toward the doctoral program after completion of the master's degree, if the learner is admitted.

4.6. Credit Transfer

4.6.1. Learners' previously completed courses shall be transferred in accordance with the "Procedure for Credit Transfer at NUM."

4.6.2. Transferred courses shall be entered into the academic information system by the unit in charge of academic affairs and programs within the first semester following admission, transfer, or participation in a student exchange program.

4.7. Assessment of Learners' Knowledge, Skills, and Attitudes

4.7.1. The knowledge, skills, and attitudes acquired by learners through courses shall be assessed in accordance with the principle of supporting and encouraging independent learning, fostering development, and enhancing the responsibility of

both students in learning and faculty in teaching. Assessments shall be scientifically grounded, objective, fair, and transparent.

4.7.2. Learners studying the same academic program in different modes shall be assessed on the basis of the same program requirements and course syllabi.

4.7.3. Where credits are assigned to practicum in professional core or specialization courses, the defence of practicum reports shall be considered equivalent to an examination and graded accordingly. Practicum shall be regulated by the "Procedure for Learners' Practicum at NUM."

4.7.4. The academic performance of learners shall be determined each semester, as well as cumulatively, by grade point (GO) and grade point average (GD). The calculation of grade point and GPA shall be based on the following weighted arithmetic mean: The grade point and grade point average shall be calculated as the weighted arithmetic mean, by multiplying the score/grade obtained by the learner in each course with the corresponding course credits, dividing the sum of these products by the total number of credits, and rounding the result to one decimal place.

$$\Gamma O = \frac{\sum_{i=1}^n K_i * O_i}{\sum_{i=1}^n K_i}$$

$$\Gamma A = \frac{\sum_{i=1}^n K_i * A_i}{\sum_{i=1}^n K_i}$$

Where:

n *number of courses*

K_i *(i) course credits*

O_i (A_i) *grade point (weighted score) of course / numerical grade of course i*

ΓO (ΓA) *grade point/ grade point average*

4.7.5. Each semester, learners shall review their grade point (GO) and grade point average (GD) for that semester and for their cumulative studies, evaluate their academic performance, and plan their further learning activities accordingly.

4.7.6. The grade point and grade point average of all courses studied shall be calculated using the scores/grades of all courses bearing credit eligible for GPA calculation, while the grade point and grade point average of completed (collected) courses shall be calculated using the scores/grades of all successfully completed courses bearing credit eligible for GPA calculation. In both cases, all courses counted toward fulfilment of the academic program shall be included.

4.7.7. A student pursuing a minor program shall have courses included in the minor curriculum, which were successfully completed earlier under the study plan, recognized as equivalent. Grades of minor program courses that are not part of the major program curriculum shall not be included in the GPA calculation.

4.7.8. The grade point and grade point average of courses studied by a learner shall be used at the level of constituent/branch schools to rank learners by semester, academic year, study period, and program. These indicators shall serve as the principal criteria for assigning a major program, admitting students to double, minor, or concurrent programs, granting awards, scholarships, and educational loans, and selecting students for exchange programs. The grade point and grade point average

of completed courses shall serve as the principal criteria for graduation and for admission to master's and doctoral programs.

- 4.7.9. The format of the academic transcript, which summarizes the learner's completed and ongoing studies and academic results, shall be developed by the unit in charge of academic affairs and programs and approved by the NUM Rector's Council.

4.8. Assessment of General Education Courses

- 4.8.1. Examinations for a general education course shall have identical content. Examinations may be conducted in the form of tests or other formats. The unit in charge of academic affairs and programs shall conduct external evaluation and report the results to the General Program Committee.

- 4.8.2. In cases where examinations of general education courses are graded using test machines, prior notice shall be given to the unit in charge of academic affairs and programs two weeks in advance. The unit in charge of academic affairs and programs shall deliver the results of midterm and final examinations to the instructor within two working days.

4.9. Assessment of Learners' Knowledge, Skills, and Attitudes in a Course

- 4.9.1. A learner's knowledge, skills, and attitudes acquired throughout a semester in a course shall be assessed by weighting both the continuous (coursework) assessment and the final examination assessment in appropriate proportions and assigning a total score of 100 points in accordance with the "Methodology for Assessing Learners' Knowledge, Skills, and Attitudes" (Annex 1).

- 4.9.2. A learner who obtains 60 points or above in a course shall be considered to have successfully completed the course and earned the corresponding credits. A learner who obtains less than 60 points shall be considered to have "failed" the course and not earned the corresponding credits.

- 4.9.3. Research work shall be assessed on a 100-point scale equivalent to examinations. A score of 60 points or above shall be evaluated as "Satisfied (S)," while a score below 60 points shall be evaluated as "Unsatisfied (U)."

- 4.9.4. Course assessments shall be recorded as "percentage scores" and converted into letter grades and numerical grades in accordance with the following scale:

Percentage score	Letter Grade	Numerical Grade
95-100	A+	4.0
90-94	A	3.7
87-89	B+	3.3
83-86	B	3.0
80-82		2.7
77-79	C+	2.3
73-76	C	2.0
70-72		1.7
65-69	D	1.3

60-64		1.0
0-59	F	0

4.9.5. Letter grades correspond to the following five levels of achievement:

- A+ and A: Indicate excellent/highest achievement. The learner has mastered the content of the course at the highest level, fully and creatively understood the subject matter, and demonstrates skilful application of concepts.
- B+ and B: Indicate above-average achievement. The learner has a good understanding of the course content and demonstrates the ability to apply concepts.
- C+ and C: Indicate average achievement. The learner has an adequate understanding of the course content and shows sufficient preparedness to study and apply concepts.
- D: Indicates below-average achievement. The learner has an inconsistent understanding of the course content and demonstrates deficiencies in knowledge, skills, and attitudes.
- F: Indicates unsatisfactory achievement. The learner has failed to understand the course content and lacks the required knowledge, skills, and attitudes.

4.9.6. In addition to percentage scores, numerical grades, and letter grades, the following additional grade symbols may be used as specified in Annex 2: "NA," "G," "W," "WF," "NR," "R," "I," "E," "CA," "CR," and "RC."

4.9.7. The course instructor shall enter grades into the academic information system within five working days after the final examination. The course instructor shall be the lecturer for lecture courses; for courses without lectures, the seminar instructor; for courses without lectures or seminars, the laboratory instructor (if two or more instructors are involved, the instructor who taught the last session according to the timetable shall be responsible). For practicum courses, grades shall be entered by the practicum supervisor assigned in the timetable or by the head of the department. For bachelor's research projects, grades shall be entered by the head of the department within the examination period of the semester.

4.9.8. Failure to submit grades into the academic information system within the prescribed period without valid reasons shall result in disciplinary measures in accordance with the NUM Internal Labor Regulations.

4.10. Calculation of Research Credits for Master's and Doctoral Students Based on Research Topics

4.10.1. Research credits for master's and doctoral students shall be calculated in accordance with Clause 4.4.13 of this Procedure.

4.10.2. Research credits shall be calculated for research work completed during the course of study in the master's program for master's students and in the doctoral program for doctoral students.

4.10.3. When applying for recognition of research credits, master's and doctoral students shall submit supporting documentation via the academic information system. This process shall be regulated by a separate procedure.

4.10.4. Research credits for master's and doctoral students shall be calculated by a committee appointed by order of the director of the constituent/branch school, based

on the recommendation of the department. The unit in charge of academic affairs and programs shall enter the results into the academic information system.

4.10.5. In case of disputes related to the calculation of research credits, a committee composed of not fewer than three members shall be appointed by order of the director of the constituent/branch school to resolve the dispute.

4.10.6. Grades for master's theses and doctoral dissertations shall be entered into the academic information system by the unit in charge of academic affairs and programs.

4.11. Assessment of Repeated Courses

4.11.1. Learners who fail compulsory courses, or receive the grade symbols "R," "W," "WF," or "U," shall repeat the course in order to earn the required credits.

4.11.2. A learner who has successfully completed a course may also choose to repeat it with an "R" grade designation in order to improve assessment of knowledge, skills, and attitudes. A learner may repeat up to three courses during the study period. Students enrolled in double degree programs may repeat up to three courses in each program.

4.11.3. To repeat a course that has already been completed and graded, the learner shall submit a request to the unit in charge of academic affairs and programs, which shall record the previous grade as "R" in the academic information system. Once designated as "R," the previous grade becomes invalid and cannot be reinstated. Learners with an "R" designation may enrol in subsequent prerequisite courses.

4.11.4. The most recent grade earned in a repeated course shall be recognized as the official grade and recorded in the diploma supplement.

4.11.5. During the course of study, no more than six "W" grades may be used.

4.12. Examinations

4.12.1. Examination assessment is an indicator for determining whether a learner has acquired the knowledge, skills, and attitudes required in a given course.

4.12.2. At the beginning of the course, the instructor shall introduce the assessment criteria and examination regulations to the learners.

4.12.3. Courses shall have both midterm and final examinations.

4.12.4. A midterm examination is an assessment administered during the semester to measure how well learners have acquired the course content, and to identify areas that require further work. Depending on the nature of the course, at least one midterm examination shall be conducted per semester.

4.12.5. A final examination is an assessment administered at the end of the semester to evaluate how well learners have acquired the course content during the semester. It shall be administered once at the end of the semester.

4.12.6. Examinations shall preferably be conducted during the scheduled class hours of the course. If the instructor wishes to make changes to the examination schedule, a request shall be submitted to the unit in charge of academic affairs and programs, and the official examination schedule shall be adjusted accordingly.

4.12.7. The form of the examination, the number of tasks/questions, their content and structure, the time allowed for responses, and the maximum score for each task shall be carefully designed by the instructor from a pedagogical perspective. The department/branch and the unit in charge of academic affairs and programs shall oversee the administration of the final examination.

- 4.12.8. Final examinations may include assignments such as questions, problem-solving or other creative tasks to assess knowledge, skills, and attitudes acquired in the course.
- 4.12.9. The examination rules (e.g., required student information to be provided such as name, student ID number, school, level, and version of the test; allotted time; how answers should be recorded; maximum score for each exercise; whether materials such as textbooks, notes, calculators may be used) shall be determined by the instructor if the course is taught by a single instructor, or by the team of instructors if the course is co-taught.
- 4.12.10. If a learner violates examination regulations (e.g., cheating, impersonation, use of unauthorized materials), the examiner shall confiscate the examination paper, record the incident, assign a grade of "F," and classify it as a violation of academic integrity. In cases of repeated violations, the matter shall be referred to the Ethics Committee of NUM for review and decision.
- 4.12.11. Instructors shall enter the results of learners' midterm assessments into the academic information system no later than the week prior to the final examination, as specified in the unified academic schedule. Learners shall review their midterm results before the final examination.
- 4.12.12. Learners shall present a valid student ID when taking an examination.

4.13. External Examinations

- 4.13.1. If the grade distribution of learners who studied the same course under the same conditions (taught and examined by the same instructor) significantly deviates from the normal distribution, the unit in charge of academic affairs and programs shall investigate potential issues such as irregularities in teaching or learning activities, the need to review the course curriculum, or unfair/unobjective assessment of learners' knowledge, skills, and attitudes. The results shall be analysed, and conclusions and recommendations shall be submitted for discussion at the relevant department, constituent/branch school, and the General Program Committee. If deemed necessary, an external examination may be administered.
- 4.13.2. The larger the number of learners studying the same course in the same format, the closer the grade distribution should approximate the expected distribution. The larger the number of learners who study the same course in the same format, the more closely the grade distribution should approximate the following allocation:

Letter Grade	Percentage Range (%)
A+	0-25
A	
B+	15-30
B	
C+	20-40
C	

D	15-30
F	0-25

4.13.3. Based on the evaluation and conclusion regarding abnormal grade distribution issued by the unit in charge of academic affairs and programs, an ad hoc committee shall be established by the decisions of the Director of the relevant constituent/branch school or the General Program Committee to organize an external examination in the course where learners' knowledge, skills, and attitudes were assessed.

4.13.4. If a learner has a complaint regarding a course grade, he/she shall submit a request to the course instructor within the first 10 working days from the start of the academic activities of the next semester of the corresponding level and mode of study, following the completion of the course, for resolution.

4.13.5. In case of a grade complaint or dispute, the instructor shall complete the "Grade Complaint and Appeal Form," compile supporting documents such as the learner's midterm assessments and final examination materials, and submit them to the unit in charge of academic affairs and programs.

4.14. Grade Complaints and Resolution

4.14.1. If a learner has a complaint regarding a course grade, he/she shall submit a request to the course instructor within the first 10 working days from the start of the academic activities of the next semester of the corresponding level and mode of study, following the completion of the course, for resolution.

4.14.2. In case of a grade complaint or dispute, the instructor shall complete the "Grade Complaint and Appeal Form," compile supporting documents such as the learner's midterm assessments and final examination materials, and submit them to the unit in charge of academic affairs and programs.

4.14.3. If the instructor does not accept the grade complaint or dispute, the learner may file a complaint directly with the unit in charge of academic affairs and programs. If necessary, an ad hoc committee shall be established by the order of the Director of the constituent/branch school, with the participation of faculty members, to resolve the issue.

4.14.4. The ad hoc committee established by the decision of the Director of the constituent/branch school shall review the examination materials of the learner who filed the complaint, verify the principles, methodology, and tools used to evaluate the examination materials (such as correctness of problems and test answers), and issue an appropriate conclusion based on reassessment. If the committee concludes that the examination materials were assessed unfairly, the committee's reassessment shall be considered the final grade, regardless of whether it is higher or lower than the learner's original grade.

4.14.5. The unit in charge of academic affairs and programs shall enter any grade changes made as a result of grade disputes or complaints into the academic information system.

4.14.6. If it becomes necessary to change a grade after the deadline specified in the regulations, responsibility shall be assigned to the instructor who delayed the submission of the grade in accordance with provision 4.9.8, and the head of the unit

in charge of academic affairs and programs shall authorize the grade entry, after which the grade entered into the academic information system shall be validated.

- 4.14.7. After the expiration of the grade dispute and complaint period, if NA, NR, or I marks remain in the system, they shall be automatically converted by the system into the corresponding final grade letters based on the accumulated scores of the learner.

4.15. Graduation

- 4.15.1. The central and branch graduation committees shall be appointed by order of the Rector of NUM.
- 4.15.2. The central graduation committee shall provide management and organization of graduation activities at the NUM level, while the branch graduation committee shall oversee graduation activities within the relevant constituent/branch school.
- 4.15.3. After the completion of graduation, the central and branch committees shall prepare a report and submit it to the school administration, including an evaluation of the quality of graduates' preparation, the academic content, and instructional technologies, along with concrete recommendations and measures to be addressed in the future.
- 4.15.4. Learners who have fully met the general requirements approved by the General Program Committee and specified in the academic program, as well as the general requirements for NUM graduates, shall be awarded the appropriate higher education degree.
- 4.15.5. Graduates must have no outstanding tuition or other obligations.

4.16. Bachelor's Thesis Defence

- 4.16.1. The defence of the bachelor's thesis shall be organized in two stages—pre-defence and final defence—before the designated defence committee.
- 4.16.2. The bachelor's thesis defence committee shall be appointed by order of the Director of the constituent/branch school, based on the recommendation of the department, and shall consist of 4–5 faculty members. At least one-third of the committee members must represent other departments, schools, or external organizations.
- 4.16.3. The period between the pre-defence and the final defence of the bachelor's thesis shall be 14–21 days. The final defence shall be organized starting from the 16th week of the semester and completed within the first two days of the examination week.
- 4.16.4. A reviewer shall be appointed during the pre-defence of the bachelor's thesis.
- 4.16.5. For bachelor's theses under interdisciplinary programs, the defence committee shall be appointed based on the recommendations of the relevant departments. In the case of interdisciplinary programs within a constituent/branch school, the Director of the constituent/branch school shall issue the appointment order. In the case of interdisciplinary programs across multiple constituent/branch schools, the appointment shall be made by joint order of the Directors of the relevant constituent/branch schools.

4.17. Master's Thesis Defence

- 4.17.1. The master's thesis shall be prepared in accordance with the "Procedure for the Submission of Research Results of Master's and Doctoral Programs" of NUM. The defence committee is responsible for reviewing the manuscript.

- 4.17.2. The defence of the master's thesis shall be organized in two stages—pre-defence and final defence—before the designated defence committee.
- 4.17.3. The master's thesis defence committee shall be appointed by order of the Director of the constituent/branch school, based on the recommendation of the department, and shall consist of 5–7 faculty members. At least one-third of the committee members must represent other departments, schools, or external organizations.
- 4.17.4. The period between the pre-defence and the final defence of the master's thesis shall be 14–21 days. The final defence shall be organized starting from the 16th week of the semester and completed within the first two days of the examination week.
- 4.17.5. The application to defend the master's thesis shall be formalized by submitting the thesis manuscript to the secretary of the defence committee within the period announced by the department in that semester.
- 4.17.6. For master's theses under interdisciplinary programs, the defence committee shall be appointed by order of the Director of the Graduate School.
- 4.17.7. A master's student who fails to submit the thesis application within the announced deadline may submit a new application in the following semester.
- 4.17.8. If, during the pre-defence, the comments and critiques indicate that substantial revisions are required for the thesis to meet the standards of degree defence, or if the results and content of the research are deemed inadequate or inappropriate, the work shall be considered not meeting the requirements for final defence and shall not proceed to the next stage.
- 4.17.9. If the committee members approve the core results of the thesis, aside from technical corrections or issues of style and expression, the thesis shall be allowed to proceed to the final defence.
- 4.17.10. A reviewer shall be appointed during the pre-defence of the master's thesis.
- 4.17.11. If the master's thesis does not meet the requirements for final defence during the pre-defence, the student shall revise the work to meet the necessary standards and may reapply for pre-defence once within the following two semesters.
- 4.17.12. Cases of plagiarism in the master's thesis shall be addressed in accordance with the "Procedure for the Submission of Research Results of Master's and Doctoral Programs."
- 4.17.13. The master's thesis defence committee shall operate in accordance with the "Regulation on Master's Degree Defence Committees" approved by the Minister of Education, as well as the present procedure.
- 4.17.14. The secretary of the master's thesis defence committee shall submit the minutes and decisions of the defence committee to the unit in charge of academic affairs and programs.
- 4.17.15. The master's thesis defence committee has the right to reject any thesis that does not meet the established requirements without further review during the final defence meeting.
- 4.17.16. A master's student who fails to defend the thesis shall have the right to resubmit the thesis for defence once within the following two semesters. The student shall apply to the unit in charge of academic affairs and programs, and approval shall be granted by order of the Director of the constituent/branch school, based on the recommendation of the head of the department.

4.18. Professional Master's Internship

- 4.18.1. The internship guidelines for the professional master's program shall be developed by the department, taking into account the specifics of the program, and shall be approved by order of the Director of the constituent/branch school.
- 4.18.2. The internship guidelines shall specify the program name, index, credit hours, objectives of the internship, the knowledge, skills, and attitudes to be acquired, detailed evaluation criteria, internship duration, organization format, location, itinerary, working and rest hours, safety conditions, and report structure.
- 4.18.3. The names of the supervising faculty and the professional master's students, the mode of internship, and the host organization shall be consolidated by the department and approved by order of the Director of the constituent/branch school.
- 4.18.4. Professional master's students shall register for the internship in the final semester.
- 4.18.5. The internship shall be carried out by the professional master's student under the guidance of the supervising faculty according to the internship guidelines, and the report shall be defended before a committee.
- 4.18.6. The committee shall consist of not fewer than three members, appointed by order of the Director of the constituent/branch school. The committee shall evaluate the knowledge, skills, and attitudes acquired during the internship based on the guidelines, and if the average evaluation score of the members is above 60, it shall be considered "satisfactory," and a resolution shall be issued confirming that the professional internship has been successfully defended.

4.19. Doctoral Dissertation Defence

- 4.19.1. Doctoral students shall prepare and submit their dissertation in accordance with the "Procedure for the Submission of Research Results of Master's and Doctoral Programs" of NUM.
- 4.19.2. The Doctoral Degree Defence Committee shall operate within the framework of the "Regulation on Doctoral Degree Defence Committees" approved by the Minister of Education.
- 4.19.3. Doctoral students shall submit the required documents as specified in the "Regulation on Doctoral Degree Defence Committees" and the "General Procedure for the Implementation of Master's and Doctoral Programs" approved by the Minister of Education, to the constituent/branch school.
- 4.19.4. Cases of plagiarism in the doctoral dissertation shall be addressed in accordance with the "Procedure for the Submission of Research Results of Master's and Doctoral Programs."
- 4.19.5. After the final defence, the secretary of the committee shall submit the documents specified in the "Regulation on Doctoral Degree Defence Committees" approved by the Minister of Education to the constituent/branch school.
- 4.19.6. Within 10 working days after the final defence, the secretary of the committee shall send the calculation of the committee members' workload hours to the constituent/branch school. Based on this calculation, the Director of the constituent/branch school shall issue an order for the payment of honoraria for the hours dedicated to both the pre-defence and the final defence.

4.20. Application for Graduation and Review of Applications

- 4.20.1. Graduation shall be organized twice a year, in the spring and autumn semesters.

- 4.20.2. Students who are eligible to fully meet the requirements set forth in the academic program and the general requirements for NUM graduates shall submit their application for graduation through the academic information system between the 6th and 10th weeks of the graduation semester to the unit in charge of academic affairs and programs.
- 4.20.3. In cases where students fail to submit a graduation application within the designated period for valid reasons, the branch graduation committee shall decide on the matter based on the recommendation of the unit in charge of academic affairs and programs.
- 4.20.4. Students who have not completed a double or minor program at the time of graduation from their main program may either transfer the successfully completed courses of the double/minor program as electives in the main program, or continue studying in the double/minor program without counting them toward the main program, and graduate later.
- 4.20.5. The unit in charge of academic affairs and programs shall verify during the graduation semester whether students have fully met the requirements of the academic program and the general requirements for NUM graduates.
- 4.20.6. Students who have successfully completed all general and professional core courses in the bachelor's curriculum, more than half of the specialized courses, and accumulated at least 90 credits (120 credits for programs of the School of Law), but are unable to continue studying, may apply for an associate bachelor's diploma. Within three years after graduation with the associate bachelor's diploma, the graduate may continue studying in the same field, fulfil the requirements of the academic program, successfully complete the remaining credits, and be awarded a bachelor's degree.
- 4.20.7. The branch graduation committee shall submit the list of graduating students of that semester to the central graduation committee by the 11th week of the graduation semester.
- 4.20.8. Based on the decision of the graduation committee, students who have completed their academic program and satisfied the requirements for the intended degree shall be certified as graduates by order of the Rector of NUM.

4.21. Graduation Documents

- 4.21.1. Based on the decision of the central and branch graduation committees, students of NUM who have fulfilled the general requirements for graduates of NUM, as well as the requirements of their academic program, and have successfully studied and met the criteria for the award of bachelor's, master's, or doctoral degrees, shall be awarded a higher education diploma and a graduation badge by order of the Rector of NUM.
- 4.21.2. The template of the diploma and its transcript shall be developed by the unit in charge of academic affairs and programs, based on the general template approved by the state central administrative body responsible for education, and shall be approved by the NUM Rector's Council. The diploma shall include the accreditation seal of national and international accreditation organizations.
- 4.21.3. The diploma shall be accompanied by a transcript, which shall indicate the program, specialized track, courses successfully completed during the study period, their credit hours, GPA, and grades, as well as other information in line with the

decisions of the competent authority. The transcript shall be certified by the head of the unit in charge of academic affairs and programs, bear the official seal of NUM, and include a diploma number and registration number.

4.21.4. If a student has studied a minor program in addition to the main program, no additional degree or diploma shall be awarded, but a certificate confirming the completion of the minor program shall be issued.

4.21.5. Master's and doctoral students who have completed the coursework credits within the prescribed period but have not yet fulfilled the research credit requirements for the thesis/dissertation shall be certified by order of the Rector of NUM, based on the decision of the unit in charge of academic affairs and programs, as having completed the coursework of the master's/doctoral program. The unit in charge of academic affairs and programs shall issue a certificate accordingly. From the date of issuance of this certificate, a master's student shall be entitled to complete the research credits and defend the thesis within 4 semesters, and a doctoral student within 8 semesters. If the student fails to defend within this period, he/she shall be considered to have completed only the coursework credits and shall be dismissed by order of the Rector of NUM.

4.21.6. The branch graduation committee shall submit to the school archive the following materials related to each graduating student:

- decision of the branch graduation committee;
- resolutions and
- minutes of the defence committee;
- copy of the diploma;
- copy of the transcript;
- record of diploma and transcript delivery to the graduate; and
- clearance sheet.

4.21.7. Bachelor's theses shall be submitted to the department and library, while master's theses and doctoral dissertations shall be submitted to the relevant institution in accordance with the "Procedure for the Submission of Research Results of Master's and Doctoral Programs."

4.21.8. The authenticity of graduation documents shall be verifiable electronically.

4.21.9. Graduates shall pay the associated graduation fees (for the diploma, badge, diploma cover, ceremonial attire, etc.).

4.21.10. Any alteration or forgery of graduation documents shall result in legal liability for the responsible person.

4.22. Graduation Ceremony

4.22.1. NUM shall organize the graduation ceremony twice a year.

4.22.2. At the ceremony, the order of the Rector of NUM shall be formally read, and the NUM diploma and badge shall be awarded with due honor and respect.

4.22.3. The graduation ceremony shall be celebrated as an academic festivity with the participation of graduates, their families, and friends.

Five. Student Leave, Resumption of Studies, Withdrawal, and Expulsion

5.1. Student Leave

- 5.1.1. If a student is unable to attend classes for more than three weeks due to valid reasons, they shall submit a request electronically to the unit in charge of academic affairs and programs for a semester or annual leave.
- 5.1.2. A single leave period may be up to two semesters. The total duration of leave granted during a student's study shall not exceed two years. Military service, maternity or childcare leave, and medical leave as determined by physicians shall not be included in the total duration of leave.
- 5.1.3. Semester leave shall be counted from the beginning of that semester.
- 5.1.4. The decision of the unit in charge of academic affairs and programs to grant leave shall be formalized once a month by an order of the Director of the constituent/branch school.
- 5.1.5. After the issuance of the leave order, the unit in charge of academic affairs and programs shall update the student's status in the academic information system.
- 5.1.6. The period during which the student is on semester or annual leave shall not be counted toward the duration of study.
- 5.1.7. If a student seeks leave for less than 21 days due to valid reasons, the student shall submit a written or electronic request to the course instructor, who shall decide whether to grant the leave.
- 5.1.8. The template for the student leave form shall be approved by the unit in charge of academic affairs and programs.

5.2. Resumption of Studies

- 5.2.1. A student returning from leave shall submit a request for resumption of studies to the unit in charge of academic affairs and programs no later than 14 days before the start of the courses for the respective program and level. The request shall be formalized by an order of the Director of the constituent/branch school. After the order is issued, the unit in charge of academic affairs and programs shall reactivate the student's status.
- 5.2.2. Students resuming their studies shall consult with the unit in charge of academic affairs and programs and the department regarding adjustments to their individual study plan, course selection, registration, and related matters.
- 5.2.3. Students who fail to return after their approved leave period shall be marked in the system as inactive.
- 5.2.4. In cases where students' studies are delayed due to leave or other reasons, and discrepancies arise in courses, program levels, or examinations as a result of changes in the curriculum, the unit in charge of academic affairs and programs, together with the head of the department/program director, shall determine the compensatory courses or examinations regardless of the reasons for resuming studies and to prior grades.
- 5.2.5. Research master's and doctoral students who have completed their coursework and obtained a certificate but wish to resume studies shall submit an electronic request to the unit in charge of academic affairs and programs. The unit shall accept the request and reactivate the student's status in the academic information system at the beginning of the semester.

5.3. Withdrawal and Expulsion

- 5.3.1. When a student submits an electronic request for withdrawal to the unit in charge of academic affairs and programs, the Rector of NUM shall issue an order of withdrawal once a month.
- 5.3.2. Students shall be expelled by order of the Rector of NUM under the following circumstances:
- failure to participate in studies for four semesters;
 - having a GPA below 0.7 for three consecutive semesters;
 - studying under the General Education Program for four or more semesters without declaring a program;
 - proven cases of academic dishonesty in the evaluation of knowledge, skills, and attitudes;
 - knowingly allowing others to copy their work;
 - unauthorized use of NUM's academic information system, including intentional alteration, attempted alteration, or deletion of data; forgery of NUM documents (diploma, diploma supplement, transcript, etc.);
 - serious ethical misconduct as determined by the decision of the NUM Ethics Committee; and
 - conviction of an intentional crime as determined by legal authorities.
- 5.3.3. A student who has not officially taken leave in the semester, has not attended classes without valid reason, or has received a GPA of 0 (zero) shall be deemed as having not participated in studies.
- 5.3.4. At the end of each semester, students at risk of expulsion shall be notified accordingly.
- 5.3.5. Notifications of potential expulsion or expulsion shall be delivered by the unit in charge of academic affairs and programs using the contact email address provided in the academic information system. The unit shall not be held responsible if the contact information has changed without notice.
- 5.3.6. The unit in charge of academic affairs and programs shall compile and submit to the administration of the constituent/branch school, no later than the 12th week of each semester, a list of students meeting the conditions for expulsion.

Six. Tuition Fees and Charges

- 6.1. A student's tuition fee shall be determined by the sum of the fees for each registered credit hour in the semester. Tuition shall be paid on a semester basis.
- 6.2. The fee per credit hour may vary depending on the constituent/branch school, course level and type, and the year of admission.
- 6.3. The tuition fees and other service charges shall be approved by the Board of Trustees, taking into account Mongolia's higher education development policy, NUM's strategic plan, and factors such as annual inflation. Tuition fees cover direct costs such as faculty and staff salaries, instructional expenses, fieldwork and industrial internships, research seminars, student academic services, scholarships, Olympiads, competitions, teaching development, internet services, instructional equipment, furniture, and other facilities, as well as library services (acquisition of books, online journal subscriptions, software), student organizations and clubs, improvements to the learning environment, and student information services.

- 6.4. The tuition fee for research credits of master's and doctoral students shall additionally cover laboratory and research equipment costs, laboratory staff expenses, research seminar costs, and honoraria for scholars reviewing and providing feedback on research work.
- 6.5. Immigrant students who have completed secondary education in Mongolia and passed the entrance examination shall pay tuition fees equivalent to those of Mongolian citizens.
- 6.6. Students pursuing double or minor programs shall pay tuition fees to the school of their main program. If a student has graduated from the main program but continues in a double or minor program, the tuition shall be paid to the school of the double/minor program. Payments shall be settled through inter-school accounting.
- 6.7. Conditional admittees taking undergraduate courses shall pay undergraduate tuition fees per credit hour, and if taking graduate-level courses, shall pay graduate tuition fees per credit hour.
- 6.8. Undergraduate students taking graduate-level courses shall pay graduate tuition fees per credit hour.
- 6.9. In addition to tuition, students shall pay fees related to graduation and other additional services as required.
- 6.10. Eligible students may receive NUM merit scholarships, as well as tuition waivers and incentives offered by domestic and international organizations or individuals.
- 6.11. When a student participates in an exchange program based on an agreement between NUM and other higher education institutions, tuition for equivalent courses shall be determined according to the agreement and formalized by order of the Rector of NUM.
- 6.12. In exceptional circumstances specified in Sections 6.13 and 6.14 of this procedure, courses shall be canceled and tuition fees settled accordingly based on the submission of supporting documents by the student. In such cases, within one month from the occurrence of the event, the student's parent, legal guardian, or other related legal entity shall submit the supporting documents together with an application to the unit in charge of academic affairs and programs within the duration of the respective semester. The refund of tuition fees shall be processed and finalized within the financial reporting period.
- 6.13. If a student is called for compulsory military service, courses shall be cancelled by order of the Rector of NUM, and tuition shall be refunded in full to the student's account in the academic information system, and the student shall be granted one year of leave.
- 6.14. In the event of the student's death, medical incapacity to continue studies, or residency for one month or more in a restricted or quarantined area, courses shall be cancelled, and tuition shall be refunded in full to the student's account in the academic information system based on certification by the unit in charge of academic affairs and programs.

Seven. Other Provisions

- 7.1. Official Documents and Certificates Issued by the University
 - 7.1.1. After the issuance of the Rector of NUM's order on admission to a constituent/branch school of NUM, enrolled students shall be provided with a student ID card free of charge. In case of loss or damage, the ID card may be replaced upon payment of the required fee.
 - 7.1.2. Student certificates and references shall be issued within the following timeframes:

Document Name/Type	Issuing Office	Timeframe
Official transcript confirming student status at NUM	Constituent/Branch School	Within 1 business day
	TÜTs machine	On demand
Official transcript of grades from the period of study	Unit in charge of academic affairs and programs	Within 3 business days
Official certification of graduation and transcript verification	Unit in charge of academic affairs and programs	Within 3 business days (English), within 1 business day (Mongolian)
Diploma supplement	Unit in charge of academic affairs and programs	Within 3 business days (English), within 1 business day (Mongolian)
Reissuance of lost student ID card	Unit in charge of student development	Within 5 business days
Reissuance of diploma	Unit in charge of academic affairs and programs	Within 10 business days

7.1.3. A certificate verifying student status and the official transcript of academic records may be obtained from the self-service kiosk (TÜTs machine) once per semester free of charge. If requested more than once, a service fee shall be charged. Documents issued from the TÜTs machine shall be valid only for the semester of the academic year in which they were issued and shall have the same legal validity as documents issued by the unit in charge of academic affairs and programs.

7.1.4. Official documents shall be issued directly to the student or graduate concerned. In cases where the student or graduate is unable to collect the documents in person, they may be issued to a duly authorized representative. Issuance to other third parties is prohibited.

7.1.5. A fee established by the Board of Governors of NUM shall be paid for the issuance of official documents and certificates.

7.2. Reissuance of Diploma and Diploma Supplement

7.2.1. In cases where the graduate's name or registration number has changed or was incorrectly recorded, the diploma and diploma supplement shall be reissued once a month by order of the Rector of NUM, based on archival records and the decision of the relevant authority.

7.2.2. Requests for reissuance of a higher education diploma or diploma supplement shall be received, reviewed, and processed by the unit in charge of academic affairs and programs within 10 working days.

7.2.3. When reissuing a diploma or diploma supplement, the approved template shall be used, signed by the authorized official, certified with the official seal of NUM, and dated with the day of issuance.

7.2.4. A service fee shall be paid for the reissuance of a higher education diploma or diploma supplement.

7.2.5. The reissued diploma and diploma supplement shall bear the notation "REISSUED" in red, written in 16-point Times New Roman font at the top right corner.

7.2.6. A copy of the reissued diploma, diploma supplement, and relevant materials shall be submitted to the university archives.

7.3. Monitoring and Evaluation of Implementation

7.3.1. The unit in charge of academic affairs and programs shall regularly monitor and evaluate the implementation of this procedure, report the results to stakeholders, and continuously work to improve academic activities.

7.3.2. The monitoring and evaluation of the implementation of this procedure shall be based on documents, reports, and studies regularly or irregularly issued by NUM's academic and other units, as well as surveys involving students, faculty, staff, alumni, and employers, and the results of external assessments.

Appendix 1. Methodology for Assessing Students' Knowledge, Skills, and Attitudes

The assessment of students' knowledge, skills, and attitudes in a given course shall be carried out continuously and in multiple forms. The course syllabus shall include the grading distribution. The following methodology shall be applied when determining the assessment:

$$O = O1 + O2$$

Where:

O1: Continuous assessment during the semester, allocated 70–80 points. Based on the type, format, and specifics of the course, the instructor shall divide the evaluation into at least three components, chosen from the following forms, and assess students on a continuous basis:

- Engagement and class participation
- Knowledge-check questions
- Seminars, practice sessions, laboratory or experimental work
- Presentations, essays, independent assignments, or reports
- Problem-solving tasks
- Case studies (situational problems)
- Preparation of documents
- Midterm examinations, etc.

O2: Final (end-of-semester) examination, allocated 20–30 points.

Note:

Knowledge may be assessed through theoretical questions, midterm and final examinations. Skills and attitudes may be assessed through problem-solving, experiments, case studies, midterm and final examinations, presentations, essays, independent assignments, reports, seminars, practice sessions, laboratory and experimental work. The methods of assessment may vary depending on the specifics of the course.

Assessments shall be recorded as whole numbers (integer precision).

Appendix 2. Additional Grade Notations and Their Descriptions

Letter Notation	Description	Included in GPA Calculation	Shown in Transcript	Shown in Graduation Documents
NA	(Final grade Not Yet Available) Indicates a course that has not yet been graded, i.e., currently in progress.	No	No	No
G	(Graded) Indicates that the course has been fully graded and finalized.	Yes	No	No
W	(Withdraw) If a student has studied at least two-thirds of the course content and achieved at least 60% of the coursework assessment but feels that they cannot achieve a satisfactory final evaluation, they may request withdrawal from the instructor at least one week before the end of the semester. The course must be re-registered and retaken if the student wishes to study it again. This notation does not affect the GPA. The instructor must enter the student's attendance and coursework assessment into the system. Students may use this option no more than six times during their study period.	No	Yes	No
WF	(Withdrawal Fail) If a student has not attended more than one-third of any course component, the instructor shall record this notation up to one week before the end of the semester. After the deadline, this notation cannot be applied. The instructor must record attendance in the system. This notation does not affect the instructor's grading distribution or course satisfaction evaluation. However, for the student, this notation is equivalent to receiving an F grade.	Yes	Yes	No
NR	(No grade Reported) Automatically applied by the system when the instructor fails to submit a grade within the grading deadline.	No	Yes	No

	If the student does not file a grade appeal within the official appeal period, after the period ends, the notation will automatically convert into a final grade corresponding to the accumulated score and letter grade equivalent.			
R	(Repeat) Indicates that a student has successfully completed a course but has requested to retake it. The student must apply to the unit in charge of academic affairs and programs to have this notation recorded.	No	Yes	No
I	(Incomplete by student) In case of valid reasons, if the student has not completed the formative assessment or has missed the final examination, the notation shall be applied with the condition that the student must complete and be assessed within the first 10 working days of the following semester. The instructor shall enter both the formative assessment score (as earned up to that point) and the final examination score into the system.	No	Yes	No
E	(In Progress) Used for ongoing courses such as bachelor's practicum, bachelor's research project, professional master's practicum, master's and doctoral research work, master's thesis, and doctoral dissertation credits. The grading deadline may be extended for one semester. If the instructor does not enter the grade within the extended period, the notation will automatically convert into a final grade corresponding to the accumulated score and letter grade equivalent.	No	Yes	No
CA	(Cancelled) Applied automatically by the system when a student takes a semester or year-long leave of absence.	No	Yes	No
CR	(Credit Granted) Denotes courses that have been transferred/recognized from another institution.	Yes	Yes	No
RC	(Reconsidered) Indicates a grade that has been revised as a result of a grade appeal or dispute.	Yes	Yes	No