



RESOLUTION OF THE ACADEMIC COUNCIL MEETING AT NUM

April 26, 2024

Issue 04

Ulaanbaatar

About approval of rules

Based on Articles 5.1.3 and 5.3.8.3 of the National University of Mongolia Charter, Articles 2.6, 2.8.6, and 6.7 of the National University of Mongolia Academic Council's Operating Procedures, and the decision of the Academic Council's meeting dated April 26, 2024, it is RESOLVED:

1. Based on Articles 5.1.3 and 5.3.8.3 of the National University of Mongolia Charter, Articles 2.6, 2.8.6, and 6.7 of the National University of Mongolia Academic Council's Operating Procedures, and the decision of the Academic Council's meeting dated April 26, 2024, it is RESOLVED:

2. The "Procedure for Granting the Titles of Professor and Associate Professor of the National University of Mongolia" shall be approved as Appendix 2 and shall come into effect from May 1, 2024.

3. In conjunction with the approval, the tenth bulletin regarding the recruitment of professors and associate professors at MUIS for the academic year 2019 will be approved on May 1, 2024. The remaining sections and annexes will be approved on August 25, 2024. Amendments to the 'Recruitment Plan for Professors' submitted on September 28, 2023, at A/412 session, will take effect without further ado on August 25, 2024

1. To abolish the ranking system for professors and associate professors at MUIS, to consider the performance of work, and in conjunction with confirming the council of professors and associate professors at MUIS, to propose a management measure to approve it, and to assign this responsibility to the rector of MUIS (D. Badarch).

2.

3. To implement the decision to abolish the ranking system for professors and associate professors at MUIS, and to evaluate work performance, as well as to establish a council of professors and associate professors at MUIS, MUIS Rector (D. Badarch) is responsible.

the Academic Council's CHIEF

D. BADARCH

HEAD OF THE SECRETARY

B. DABAASUREN

PROCEDURE FOR ASSESSMENT OF PROFESSOR AND TEACHER OFFICES OF UNIVERSITIES OF MONGOLIA AND ASSESSMENT OF WORK PERFORMANCE

One. Common ground

1.1. This regulation regulates the relationship between the promotion of professors and the calculation of work performance in accordance with the General Education Law, the Law on Higher Education, the Labor Law, the National University of Mongolia's Charter, and the Internal Labor Regulations.

Two. Definition of terms

2.1 The following terms used in these regulations shall have the meanings set forth below:

2.1.1 A 'Professor Lecturer' in the academic position of MUIS who works according to the employment contract as a professor, associate professor, senior lecturer, lecturer, or assistant lecturer.

2.1.2 Counts the period as 'Years worked' based on calendar years.

2.1.3 "Working year" means the period calculated as an academic year.

When the number of 'Professor Staff Selection' positions has newly been established or when there is a change in the number of ranks for associate professors and professors, those individuals whose names have been listed according to the respective number of positions either to start new employment or to adjust their current rank shall be re-evaluated and promoted accordingly.

The 'Consolidated Evaluation of Teaching Work' that the professor evaluates, within a fixed period of time, to determine whether the teacher is performing their job duties and responsibilities as well as to assess their level of performance.

'Professor, associate professor' as the general and specific requirements of the rank have been fully met by the professor faculty member.

2.1.7 'Professor, associate professor' as the general and specific requirements of the rank have been fully met by the professor faculty member

2.1.8 The researcher who, from a source other than the MUIS 's initial establishment, is appointed as a 'Research Professor' or 'Associate Research Professor' and conducts research on a part-time basis according to an agreement for a specified period.

2.1.10 'Research' aimed at creating new knowledge, scientific methods, and application innovations by establishing a research foundation based on inquiry and investigation, developing, promoting, testing, and implementing user-oriented research.

1 The research project was commissioned by a legal entity from one side and implemented by the research department, aiming to achieve results that meet the applicant's requirements and standards. It was funded by the applicant and planned to be carried out at MUIS for a specified period.

- 2.1.12 A joint program with international organizations and researchers to implement research programs involving financial management of two or more parties
- 2.1.13 The ' MUIS Innovation Initiative' project for the internal innovation pilot program of MUIS to be implemented by professor teachers
- 2.1.14 The ' MUIS with External Funding Research Project' will be implemented by a professor from MUIS who has been appointed at MUIS through external funding.
- 2.1.15 "Course Syllabus" which is a didactic solution that has been successfully implemented as a complete course curriculum in higher education, aimed at equipping students with the necessary knowledge and understanding of the relevant science, its fundamental concepts, insights, categories, tasks, and information presentation methods; to apply educational standards and teaching practices; and to meet the requirements of pedagogical skills and methodology.
- 2.1.16 "Course Outline" in the form of a book, which can be used to study and examine a clearly defined curriculum either partially or entirely, consists of lecture notes, assignments, laboratory work instructions, quizzes, problems, practical exercises, etc., with the purpose of assessing skills suitable for use; course materials in printed or digital format.
- 2.1.17 A monograph or a single author's single topic creation. A single author thoroughly researched and methodically investigated a specific field of science, developed a new methodology, and published the research results both domestically and internationally
- 2.1.18 A single consolidated document compiled according to the general editorship directive as a collective opinion of several authors who jointly wrote it on a specific topic in the field of science, published both domestically and abroad after being reviewed by committees.
- 2.1.19 "Collaborative Effort" (esSheb Book) refers to the support for a joint work written by multiple authors through mutual agreement, without formal approval.
- 2.1.20 "Research on source texts" refers to research works that comprehensively study source texts, including abstracts, scholarly commentary, translations, and bibliographies;
- 2.1.21 A translation of a written document from the original language in which it was first written into another language, along with notes and an academic explanation.
- 2.1.22 Dictionary of language and vocabulary structure, including professional term definitions and explanations
- 2.1.23 A 'curriculum vitae' (CV), which is a statement of practical experience and knowledge about one or all fields, outlining basic information.
- 2.1.24 A corresponding level of innovation that has been presented in a scientific conference with full disclosure;
- 2.1.24 . "Online course" and provide a complete curriculum for a unit course and upload the course to the system.
- 2.1.25 . 1 person-hour' represents the unit of one student conducting a 1 BC (Basic Credit) course study session.
- 2.1.26 "Project, construction work" carried out by the financial management of another organization, other types of commissioned research.

Three. Requirement to hold a position in the academic rank of professor

3.1. Professors teaching at the undergraduate level of the National University of Mongolia shall have at least a master's degree, and professors teaching at the advanced level shall have a doctoral degree.

The professor has defended their doctoral degree within 12 years since starting work as a full-time professor at the National University of Mongolia. If the doctoral degree is not defended within the specified period, the professor will work under the condition of fulfilling teaching and social service hours (A and B hours), and in this case, the research hours will be transferred to teaching hours and fulfilled accordingly.

Based on the quality and results of research and teaching work conducted by professors and instructors of the National University of Mongolia in their respective fields, programs, and professional directions:

- a) professor,
- b) associate professor,
- c) senior lecturer,
- d) lecturer,
- e) assistant lecturers are employed under labor contracts at five levels of positions.

3.4

The trainee teacher who newly attains the rank of professor will work for a period of 1-1.5 academic years. The trainee teacher works with a special plan, is obliged to prepare for their teaching lessons, attend lessons of experienced professor teachers, and study in the teaching methodology course of higher education institutions. The trainee teacher will deepen their professional knowledge, develop a plan to improve research, teaching methods, and foreign language skills, and present their work report for discussion and evaluation at the department meeting.

3.5 For the teacher's rank, an intern teacher who has worked at the National University of Mongolia, capable of improving teaching practice, lesson content, and methodology, and has mastered teaching methods, will be proposed and employed based on the department and faculty/branch school's recommendation. A person with academic research work and appropriate teaching experience, or who has worked as a full-time teacher at a college or university for no less than 3 years, can be employed at the teacher's rank.

3.6 For the rank of senior teacher, a teacher who has fully mastered the training content and methodology of the respective professional field, introduces new methods and technologies in teaching, has experience in teaching methodology and working with students, and has taught at the National University of Mongolia for no less than 10 years, or a newly hired person with a doctoral degree will be employed. A teacher who has defended a doctoral degree will be promoted and employed as a senior teacher.

3.7 Professors and associate professors shall be selected and employed who are capable of fully responsible execution of research and teaching activities, which are the core functions of the university, at a high scientific level, organizing them comprehensively, and fulfilling their duties under the labor contract. Special requirements shall be applied considering the characteristics of the general and scientific fields for the ranks of professor and associate professor.

3.8 The professor fully meets the general and special requirements of the respective rank. If the number of professors exceeds the quota for the respective rank allocated to the department, the scientific research work performed in the last 5 years is used as the main criterion, and candidates are ranked and selected based on the indicators specified in Appendix 1 (Table 2) of the "Regulation on Awarding the Titles of Professor and Associate Professor at the National University of Mongolia."

3.9 The scientific works specified in the general and special requirements are counted towards B hours.

3.10. A professor teacher working at the rank of professor and associate professor must meet the following general and special requirements.

3.11. General requirements for the rank of professor:

3.11.1. To hold the title of Professor or Associate Professor; (At the time the regulation is approved, professors who have not yet attained the title of Associate Professor but are working at the professor level must meet the condition to become Associate Professors within 2 years.)

3.11.2. To lead and implement a research project funded from non-MUIS sources and executed centrally at MUIS, and to have paid the relevant fees according to the applicable regulations from that project.

3.11.3.

Master's and doctoral students have been involved in research projects and programs funded by non-MUIS sources, as well as in contract work, receiving salaries or scholarships.

3.11.4

Must teach one of the following: general foundational courses at the bachelor's level, professional foundational courses, or compulsory professional courses.

3.11.5

Has supervised and defended a master's thesis and works as a supervisor for doctoral research (including those supervised and defended).

3.11.6

To teach at the master's and doctoral level (this clause does not apply to teachers in the foreign language training center and the physical education department),

3.11.7 The author of the university textbook, or a translator of the textbook with the author's permission.

3.12 Special requirements for the professor rank

3.12.1. A professor working in the rank of professor in the field of natural sciences shall fulfill the following special requirements.

3.12.1.1 In the last 5 years, at least 2 articles must have been published under the name of the National University of Mongolia in professional journals with Web of Science JCR impact factor and Scopus Cite Score (one of these must be published as either the first or corresponding author).

3.12.2 A professor working in the field of engineering and technology shall meet the following special requirements:

3.12.2.1 At least 2 articles in professional journals with Web of Science JCR impact factor or Scopus Cite Score in the last 5 years Published under the name of NUM (One of these must be published as the first or corresponding author) or registered an international patent under the name of NUM,

3.12.3 A professor working in the field of social and humanitarian sciences shall meet the following special requirements to hold the rank of professor.

3.12.3.1 Under the name of NUM, having published a single-topic work in the main research direction or having published an article as the first author or corresponding author in a professional journal with Web of Science JCR impact factor or Scopus Cite Score within the last 5 years, 3.12.3.2 Within the last 5 years, having published at least 2 articles as the first author under the name of NUM in scientific journals issued by professional associations, societies, universities, or research institutions registered in international databases.

3.13. General requirements for the rank of Associate Professor

3.13.1 Must have a doctoral degree and have worked more than 5 years at a university or research institution.

3.13.2 Have led a research project or participated as a researcher in a research project funded by sources other than the National University of Mongolia.

3.13.3 Having published either a university textbook or a manual or developed a fully open electronic course.

3.13.4. Must have supervised and defended a bachelor's thesis or have supervised or be supervising the work of an advanced level student.

3.13.5. Should teach advanced level courses,

3.14 Special requirements for the rank of Associate Professor:

3.14.1 A teacher working at the associate professor level in the field of natural sciences must meet the following special requirements:

3.14.1.1 In the last five years, having published articles under the name of NUM in professional journals with Web of Science JCR impact factor and Scopus Cite Score,

3.14.2 A teacher working at the associate professor level in the engineering and technology field meets the following special requirements

3.14.2.1. In the last five years, articles published under the name of National University of

Mongolia in professional journals with Web of Science JCR impact factor and Scopus Cite Score or registered at least 2 national patents under the name of National University of Mongolia.

3.14.3 A teacher working at the associate professor level in the field of social and humanitarian sciences shall meet the following special requirements.

3.14.3.1 Having published either a single-subject work or a single-subject collaborative work in the relevant professional field or having published an article under the name of the National University of Mongolia in a professional journal with a Web of Science JCR impact factor or Scopus Cite Score within the last 5 years.

3.14.3.2 In the last 5 years, having published an article as the first author under the name of National University of Mongolia in a scientific journal issued by a professional association, society, university, or research institution registered in an international database.

Four. Professor teacher position

- 4.1 The number of professor positions at NUM is determined according to sections 7.1, 7.2, and 7.3 of the Internal Labor Regulations.
- 4.2 The number of professor-level positions in a department (including the Department of Physical Education and the Foreign Language Teaching Center) should not exceed a ratio of 1:2 of doctors with professor titles working in the main positions. The teaching professors of the National University of Mongolia are included in this ratio. The transfer of professor positions between departments is not allowed.
- 4.3 Units that do not conduct tiered education by educational degree (Physical Education Department, Foreign Language Training Center) have positions for associate professor and professor of education. Professors with academic degrees who have worked at the National University of Mongolia for more than 15 years can work as associate professors of education, and professors with academic degrees who have worked for more than 20 years can work at the rank of professor of education.
- 4.4 In the case where there is no professor position established in the respective department, the University of Mongolia's strategic plan, within the framework of developing innovative scientific fields, can determine a targeted professor position. The issuance of a targeted professor position is finalized by the rector's order based on the proposal of the Academic Council of the constituent school, the decision of the University of Mongolia's Academic Council, and after discussion.
- 4.5 Hourly, contract, consultant, and visiting teachers are not eligible to be nominated for the ranks of associate professor or professor.
- 4.6 In order to develop a specific direction for research and education through regular scholarships and funding from domestic and foreign sources, if the Academic Council of the constituent/branch school supports the establishment of research professorships and associate professorship positions named after the respective organization or individual for a certain period, the resolution will be made by the order of the rector of the National University of Mongolia and the positions will be employed during the funding period.

Five. The amount of work to be performed by the teacher during the academic year

5.1 A professor at the National University of Mongolia is responsible for performing the following three main types of work:

- A. Teaching.
- B. Research.
- C. Professional and social services

5.2 The teacher's work will be assessed in terms of credit hours (BBTs), the total amount of which is 26 credit hours per academic year.

5.3 The principal of the constituent/branch school and the head of the department shall calculate the teacher's salary for the new academic year at the end of the previous academic year and submit it to the management of the unit responsible for training.

5.4 Depending on the position level, the number of hours a teacher must spend on teaching, research, and other work during the academic year is as follows:

Job Rank	Training "A"	Scientific analysis "B"	Other work "V"
Professor	12	10	4
Associate Professor	13	8	5
Senior teacher	15	6	5
teacher	16	5	5
Trainee teacher	13	4	9

5.5 Associate Professors and Professors of Education shall transfer 50% of their research hours to teaching credit hours for the corresponding level.

5.6 A senior lecturer without a doctoral degree in a unit that does not provide advanced training (Department of Physical Education, Foreign Language Center) may transfer up to 6 research hours and a teacher up to 5 research credit hours to teaching hours per academic year.

5.7 Professors and teaching assistants should work on a leave of absence for the academic year at the beginning, depending on their seminar/class instructor time schedule, by transferring to B workload up to 50% of A workload and adjusting accordingly. In such cases, only B 1.1 can be transferred to A with permission when not exceeding the time of A while working B. In this situation, the basic performance and adjustment credit hour should be calculated according to B 1.1.

5.8 In the event that a professor implements a research project or program financed through external sources, other than the budget of the National University of Mongolia, and allocates a portion of such funding to cover their salary, the professor's assigned teaching workload (A- hours) may be reduced proportionally. Under such circumstances, the professor shall be regarded as having fully satisfied the requirements of their academic rank. Upon the termination or expiration of the external funding, the professor shall continue to serve in the same academic rank previously held.

5.9 The vice-rector, dean of the faculty, head of department/college, and associate head can schedule lectures up to 25% of their workload during the academic year for professorial rank training. During the tenure track period, they must fulfill teaching duties with a workload reduction of 20%

5.10 Having started working after graduating, a professor and teacher who has been providing medical care for occupational diseases with the social insurance fund fully covers the research of that year's academic work and business operations.

Six. Performance of training activities

6.1 Consider 48 hours of teaching activities as 1 credit hour.

Teaching activities include preparing for lectures, delivering departmental lectures and seminars, and assessing students' knowledge and skills, and are considered to be equivalent to 1 credit hour.

No	Format of education	To enroll in classes	Departmental course	Advise students	Assessing student knowledge and skills	Total time
1	Lecture	12 hours	16 hours	6 hours	14 hours	48 hours
2	Seminar, laboratories	8 hours	32 hours	4 hours	4 hours	48 hours

6.1.1 Training preparation: Development of training curricula, design of course syllabi, preparation of training materials, creation of e- learning resources, development of tests and examination topic.

6.1.2. *Assessing students' knowledge and skills*: Through activities and exams outside of class time Assess students' knowledge and skills in various formats (such as a report, oral presentation, practical examination) Based on the recommendations of the department responsible for the course, it is possible to involve master's and doctoral candidates in assessing students' knowledge and skills

6.1.3 Additional time calculation for new courses added to the curriculum, the teaching hours of a teacher who teaches for the first time can be increased by up to 30% based on department recommendations. However, the course completion status must be reported jointly by the responsible unit and the department. In order to enhance students' creative abilities (such as digital technology, information technology, simulation design, problem-solving skills, case studies, etc.), courses taught in English or using innovative teaching methods can have their teaching hours increased up to 50% based on department recommendations, with the responsible unit making decisions accordingly. For tasks such as preparing materials for three-hour course usage, new laboratory work, seminars, group projects, foreign language classes, and e-learning tools, the teaching hours required will be determined based on the advice of the faculty council or school management, by the responsible unit.

6.2. *Lecture-based teaching.* For bachelor's degree courses at all levels of study and master's, doctoral general foundational courses, the number of students should be adjusted using a coefficient according to the following schedule.

Number of students	10-50	51-100	101-160
Coefficient of performance	1	1.2	1.4

Note: It is recommended to read lectures to no more than 160 students and approve the formation of a lecture with more students in a specialized classroom, but the adjustment coefficient remains at 1.4. In cases where the number of students does not exceed 10, the head of the department will make a proposal based on the recommendations of the faculty council meeting to the pro-rector who has the authority to approve the course.

Master, calculate the teaching and practical training workload of a lecturer who is a graduate of a doctoral program in addition to being an assistant professor as follows:

Number of students	3-10	11-30	31<
Coefficient of variation	1	1.1	1.2

Note In the case where the number of attending students is less than 3, the duration of the class session will be determined based on the recommendation of the faculty council/meeting of the educational institution's administration by the Pro-Rector authorized to conduct the course.

6.3. *Seminar, tutorial.* The seminar for master's and doctoral courses should be conducted with an average of 25 students or between 20-30 students, while the practical course seminars should have 40 students each. The number of students in laboratory classes will be determined based on the capacity and full utilization of laboratory equipment. It is allowed to rearrange schedules for field sciences, computer labs, and linguistics laboratories.

6.4 *Teacher training for vocational, production, promotional, and management courses:* In teacher training and management courses, 8 students are trained by one instructor for 1 credit hours, in production course supervision also within the same time frame, 15 students receive instruction for 0.5 credit hour, in vocational master's level training also within the same time frame, 10 students receive instruction for 0.5 credit hour, and promotional course supervision as well as management course supervision for a total of 30 students are instructed by counseling teachers for 0.5 credit hour.

B1. Non- credit -bearing academic activities.

B1. Discretionary tasks that cannot be included in the scheduled examination time will be compensated with time. The Dean of MUIS shall determine the allocation of one hour for examinations, rescheduling, and joint foreign language exams, while other types of work should be resolved by the student/faculty administrative office.

6.5. The time for which *the members of the commissions who conduct examinations* with a commission composition, such as the intermediate, confirmation, entrance, foreign and Mongolian language combined examinations and the defense of student research work, are paid by the appropriate order shall be calculated according to the following standards:

Type of examination	Group size	Time to reckon
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Members of the commission who took the external and confirmation exams for undergraduate studies	For a group of 30 people	3.0
	For everyone over 30	0.1
Members of the commission that took the master's and doctoral entrance exams	For groups of up to 5 people	2.0
	For everyone over 5 people	0.4
Members of the commission who took the combined foreign and Mongolian language written examination for master's and doctoral degrees	In a group of 30 people	30
	For a group of 30-60 people	4.0
	In a group of over 60 people	5.0
Developing test topics	One exam test with 2 options	4.0

6.6 Activities related to bachelor's degree completion

Secretary of the bachelor's Thesis Defense Commission	For groups of up to 30 people	30
	Everyone over 30	0.1
Chairman and member of the bachelor's thesis defense council	For groups of up to 10 people	20
	For everyone over 10	0.4
Bachelor's thesis supervisor	1 job	20.0
Teacher who wrote a review of the bachelor's thesis	1 job	30

Dissertations related to the master's graduation

Master's job safety committee secretary	in a group of 5 people for each person aged 5 and above	2.5
		0.4
Master's job protection committee, finance manager, staff	within a group of up to 5 people for each person aged 5 and above	20
		0.4
Master's thesis reviewer teacher	1 job	60
Master's thesis supervisor	1 job	48.0
Member of the commission for the defense of professional master's thesis	Group of up to 10 people	2.0
	For everyone over 10	0.2

6.8 Doctoral Graduation Related Activities

man and members of the commission for the preliminary defense of the doctoral thesis (7-9 people)	1 doctoral student	2.0
Secretary of the Doctoral Thesis Defense Council	1 doctoral student	5.0
Chairman, Deputy Chairman, and Members of the Doctoral Thesis Defense Council	1 doctoral student	3.0
Doctoral supervisor	1 doctoral student	72.0
teacher who wrote a review of the work of the teacher	1 doctoral student	9.0
Doctoral thesis advisor teacher	1 doctoral student	8.0

Seven. Performance of scientific research work

7.1 B1 Credit hours allocated for articles published in academic journals.

No	Magazine type	Unit of measure	Calculate Credit hours
1	Web of Science JCR impact factor, Scopus Cite Score general professional journals B 1 1.1 academic journals with an index above the average in the field of research. B112 academic journals with an index below the average;		
2	Academic journals published by professional associations, societies, universities, and research institutions registered in international databases,	1 article	4.0 credit hours
3	A domestic academic journal with an international editorial board, published in English, included in the list of journals registered with the National University of Mongolia;	1 article	3.0 credit hours
4	Registered in the list of journals with MUIS approval, published in both Mongolian and English languages or only in Mongolian, peer-reviewed scientific journal at professional	1 article	2.0 credit hours

7.1.1

Annually, the average index of international recognition of professional prestige shall be obtained from the information center responsible for scientific and technological research institutions (henceforth referred to as S&TIC) and made available to universities.

7.1.2

The list of internal publications of scientific research will be discussed and decided through the university's scientific committee at the end of the academic year, and the decision will be submitted to the Scientific Council. The Scientific Council will upload the list of publications to the Research Management Information System (RMIS) successfully.

7.1.3 In the published article in B1 form, assign the teacher's class time to the first author as 1.0, to the corresponding authors as 1.0, to the guiding authors (last author) as 0.8, and to other authors as 0.5

7.1.4

The statement will be considered valid (asserted) when approved for publication, taking into account the deadline.

7.1.5 The article may be considered in the evaluation for the next academic year's work with the author's permission. In other cases, articles published in previous years will not be considered in the evaluation.

7.2

B2. Credit hours allocated for participation in academic conference

No	Type of court	Unit	Calculate credit
1	International professional association conference with ISSN number in Scopus Cite Score	1 presentation	4 credit hours

2			
	<p>Awards presented at an international professional association conference indexed in Web of Science and Scopus:</p> <ul style="list-style-type: none"> - Plenary session. - General session, - Special session 	<p>1 presentation</p> <p>1 presentation</p> <p>1 presentation</p>	<p>4.0 credit hours</p> <p>3.0 credit hours</p> <p>2.0 credit hours</p>

3	International conference: - invited presentation - oral presentation. - presentation	1 presentation 1 presentation 1 presentation	3.0 credit hours 2.0 credit hours 1.5 credit hours
4	National - invited presentation, - oral presentation.	1 presentation 1 presentation 1 presentation	1.8 credit hours

7.2.1 A scientific conference attended by researchers from at least 5 countries is considered a multinational conference.

7.2.2

If the number of organizations participating in the meeting is more than 3, it is considered a national meeting.

7.2.3 A full conference paper, compiled and published in the form of an article (can be electronic), will be counted as B hours. The first author and corresponding authors will be counted as 1.0, the last author will be counted as 0.8, and the remaining authors will be counted as 0.8 divided by the total number of authors.

7.3 **B3. Credit hours allocated for published research work**

No	Research work	Unit of measure	Calculate credit hours
1	By one author on one topic • • • Published in a web of science and Scopus indexed journal. • Published in another international journal. • printed internally,	One printed page	3.0 credit hours 2.0 credit hours 1.0 credit hours
2	Work together on one task. - published in a peer-reviewed journal listed in Web of Science and Scopus, - published in another international peer-reviewed journal, - self-published	One printed page	2.0 credit hours 1.5 credit hours 0.75 credit hours

3	<p>Edited book or collaborative compilation</p> <ul style="list-style-type: none"> • Web of Science болон Scopus -д <p>Published in a peer-reviewed journal listed in Web of Science and Scopus</p> <ul style="list-style-type: none"> • published in other foreign publications, • published domestically 	One printed page	<p>1.5 credit hours</p> <p>1 0 credit hours</p> <p>0 5 credit hours</p>
4	<p>Textbook.</p> <ul style="list-style-type: none"> • textbooks published in a foreign language, • published in Mongolian, • translated with copyright permission; 	One printed page	<p>1 0 credit hours</p> <p>0.8 credit hours</p> <p>0 6 credit hours</p>
5	<p>Research and translation of research papers and source documents</p>	One printed page	0 4 credit hours
6	Language dictionaries, legal dictionaries, encyclopedias, professional terms, formula dictionaries	One printed page	0.3 credit hours
7	Manual	One printed page	0.2 credit hours

7.3.1

The Academic Council of the constituent/branch school will discuss the scientific works specified in Table BZ and decide whether to count the set hours.

7.3.2 If the research work is collaborative, the participation of the authors is determined by the publication page. If it is not possible to determine, the time package is divided equally among all participants.

7.3.3. If the textbook is being reprinted, only the added content will be counted as a unit of time.

7.4 Intellectual property rights are required for translated works.

7.4. B4 Intellectual property works

	Types of intellectual property	Unit of measure	Calculate credit hours
1	Patents for inventions . abroad . domestic	1 work	8.0 credit hours 3.0 credit hours
2	Product model: . abroad . domestic	1 work	3.0 credit hours 1.0 credit hours
3	Useful model	1 work	1.0 credit hours
4	Copyrighted works and software	1 work	0.3 credit hours

7.5 B5 Evaluation of research projects and contractual work

	Project type	Unit of measure	Calculate credit hours
1	SHUTS-funded projects and grants	1 project	Calculated according to the formula in 7.5 1 clause
2	Projects, grants, and commissioned research funded by government agencies and international organizations	1 project	
3	Contract work with industry, companies, individuals and other sources	1 project	

7. 5.1 Funding for research projects and contract work is deposited into the account of the National University of Mongolia,

$$\text{Credit hour} = M1 + M2 + M3$$

Бк

The expenditure incurred on the research projects and contractual work completed by the teacher is calculated using the following formula:

$$\text{ББц} =$$

This includes M; - monetary income (donations, research projects, contractual work fees); M2 - material income; M3 - tuition fees paid to students who supervise research work; Бк - teacher's hourly rate (the annual amount of the teacher's basic salary is divided by 26).

7.5 2. The total number of credit hours for projects and contract work will be distributed to the project team members by the project leader and registered in the NUM academic information system each academic year. For projects involving multiple faculty members, the time allocation will be calculated based on the participation of the project leader and members.

7.6 B6. Credit hours corresponding to other research – related activities .

	Research work	Unit of measure	Calculate credit hours
1	Presenting a paper at a major research seminar	1 presentation	0.5 credit hours

2	Member of the editorial board of a scientific journal. • Domestic journal registered at the National University of Mongolia • Foreign journal	1 lesson year	0.5 credit hours 1.0 credit hours
3	Sector/professor professional seminar • lead (at least 12) • give a presentation (1 time)	1 lesson year	0.5 credit hours
4	Editing of scientific works • professional textbooks • monographs • translated works	One printed page	0.2 credit hours 0.2 credit hours
5	Conduct policy research: • Law • Concepts, long- and medium-term development programs • Legal documents • Analysis of judicial and arbitration decisions	1 document	2.0 credit hours 2.0 credit hours 2.0 credit hours
6	Leading students to give presentations at scientific conferences (does not count as double): • international (if awarded), • national (if awarded) • presentations	1 presentation	1.0 credit hours 0.5 credit hours
7	• Write a review (review) of a professional journal article with Web of Science JCR impact factor and Scopus CiteScore	1 review	0.2 credit hours
8	Write professional reviews of scientific works and publish them in professional journals	1 review	0.4 credit hours
9	Developed and approved national standard (NS)	1 standard	2.0 credit hours

7.6.1 The professor's seminar plan in row 3 of Table B6 is approved by the department head at the beginning of the academic year. At least 12 seminars have been held in one academic year.

7.6.2 In the editing of scientific works in row 4 of Table B6, if the participation of the authors is clear, the corresponding publication pages will be calculated, if not clear, the entire set of hours will be divided equally among the participants.

7.6.3 Participation in the working group in line 5 of Table B6 shall be counted in accordance with the documents specified by the head of the working group established by the President, the Parliament, the Constitutional Court, the Government, ministries, the Supreme Court, and the General Council of the Judiciary.

7.6.4. The results of the analysis of the court decision in line 5 of Table B 6 have been carried out in accordance with the requirements for writing a research article.

7.6.5. The credit hour calculated for supervising a student and giving a presentation shall not be counted against the credit hour to be received in accordance with clause 6 of Table B6 of these regulations.

7.6.6 If a developed and approved national standard (MNS) has more than one author, the BCC is divided equally among all participants.

7.6.7 Other research work not included in the above indicators for calculating teacher work will be discussed by the academic council of the component/branch school and evaluated at a rate of no more than 1 BEC, taking into account the importance of theory and practice and the amount of work required.

Eight. Performance of professional and social services

8.1 The following tasks performed by teachers in the areas of school management, organization, student development, culture, community work, and community service will be counted as part of the corresponding set of hours:

1	Working in charge of laboratories and offices	1 academic year	1.0 credit hours
2	Attending and advising on teacher's classes or taking classes as an apprentice as assigned by the department	2 hours	0.5 credit hours
3	By decision of the school administration, participate in the development of training, teaching methods, and teaching technologies, and in the development of instructions, rules, and other documents. By decision of the department meeting, perform the work of the department.	1 TIME	On command, one job Not more than 1 credit hour Not more than 0.5 credit hour
4	Organizing competitions in Olympiads, working on commissions Internationally Nationally Schoolly Component/branchly	1 event	2.0 credit hours 1.5 credit hours 1.0 credit hours 0.5 credit hours
5	Student development and development work: Advisor Organizing cultural and public activities Participating in the "Student Development Program" of the National University of Mongolia by decision of the administration	1 year 1 event 1 event	1.0 credit hours 0.5 credit hours 0.5 credit hours
6	Publishing simplified scientific and promotional articles	1 article	1.0 credit hours
7	Organizing international conferences and seminars	1 meeting	2.0 credit hours
8	Organizing a national conference	1 meeting	1.0 credit hours
9	Social and public-oriented activities Participating in television and radio programs, Promoting the profession, Providing professional and methodological advice Writing articles and publications in daily newspapers Working as a national consultant	1 program 1 article 1 Time	0 2 credit hours 0.5 credit hours 1.0 credit hours
10	Member of the Academic Council of the National University of Mongolia and its constituent/branch schools (may be counted as double)	1 year	1.0 credit hours
11	To manage and lead professional associations	1 year	1.0 credit hours
12	With the permission of the head of the department, operate student clubs and groups	1 year	1.0 credit hours
13	Serve on the National University of Mongolia Ethics Committee, Faculty Ethics Advisor, and Research Ethics Board	1 year	1.0 credit hours

¹ If a specific task is paid for by order, the package hours will not be counted twice.

9. Planning, execution and monitoring of teacher time allocation¹

- 9.1 For the next academic year, based on the assessment of the course evaluation by students who have completed the general education courses, the department will determine the workload hours for that year in May. The department must allocate teaching hours equally among lecturers and, if a lecturer is unavailable or unable to teach, another lecturer should cover up to 40% more hours, or an additional lecturer can be hired. In case of illness, change in work conditions, or working abroad/stationed domestically due to mobilization during the academic year, with the approval of the department head, another lecturer may substitute and fulfill increased teaching hours. In exceptional cases where more than 40% additional hours are required, a compromise will be reached through consultation with the faculty council/department board.
- 9.2 The department is responsible for the course and the department head assigns the teaching load of teachers both at their own and other institutions. The unit responsible for education restricts the teacher to arrange lectures directly with teachers from other institutions, and to work on a shift basis according to the schedule of the class time. Schools coordinate based on the student's schedule and transfer the total number of hours of that course to the educational unit, which then transfers it to the administrative unit.
- 9.3 At the end of the academic year, the department head will evaluate teachers' performance in their teaching duties through the Quality Assurance Department. The department head, together with the Dean of Academic Affairs and the Dean of Research and Innovation, as well as the principal of the faculty/school, will assess the annual (A, B, C) performance of the teachers. The dean/faculty school principal will review and verify the overall annual performance of the teachers.
- 9.4 The teaching unit will submit the results of the teacher's performance review to the administrative body responsible for education. The unified result will be submitted to the legal authority responsible for administration. This unit will provide care in the teacher's performance and make a decision on whether to grant vacation leave.
- 9.5 The instructor will strictly implement the requirements of this program's 5.4 section: course (A), research (B), and other work (V). If a student performs better in either A or B, they can substitute 1.5 credits from the higher-performing area with 1 credit from the lower-performing area. If V is performed better than A and B, then 1 credit from A or B can be substituted with 2 credits from V. However, a student cannot transfer credits to A or B from V if they perform better in V.
- 9.6 The instructor can allocate research funding for teaching work or vice versa (based on Article 5.5, 5.6, 5.7, and 5.8 of this regulation) when establishing a lease agreement at the beginning of the relevant course year. In cases where conditions are not specified in the agreement, adjustments should be made by rescheduling according to Article 9.5 of this regulation. The head professor who sets the general curriculum and the supervising professors can reallocate research funding with teaching activities based on the principle that it has been allocated through a lease agreement.
- 9.7 Condition to obtain a higher BB rating, marketability:
- 9.7.1 After completing the calculation set at 9.5 in this journal, the initial stages of sections A, B, and V were carried out separately. In cases where section A's performance is calculated by person-hours, I will extract the higher BB value from A. Transitioning from B to A does not add extra time but prohibits adding additional time; therefore, no extraction occurs in B. To calculate the instructor's annual workload based on person-hours for a specific course, use the following formula:

$$X = (A+V)*C/(26*T)$$

Ts -: The annual salary of the teacher working in your grade, in tugrik

A -: The A class teaching workload hours for your grade

B -: The B class teaching workload hours for your grade

T -: General music lesson 1 hour fee

9.7.2 In cases where A, B, and V have interacted separately or B has been fully reacted with B1 at a concentration of 1, if the efficiency of B's reaction time is up to 30%, it will extract more credit hour substance

9.8 Consider the higher credit hour rating to have been implemented in accordance with the college internship (A) probation

9.8.1 Up to 40% of the salary will be paid as a basic assessment for a set of hours. The basic assessment for a set of hours will be calculated as one-third of the basic salary for the middle grade of the position. The basic assessment for additional teaching assistants will be calculated in the same way as for professors.

9.8.2 In cases where the school board decides to pay more than 40% of the total salary to a teacher, the salary of one teacher shall be set at 75% of the basic assessment.

9.9 The remuneration for one additional credit hour for a professor's research work performed in excess of the norm (B) (based on clause 9.8.2 of the regulations) shall be calculated at one third of the teacher's basic salary for that position.

9.10 After evaluating the professors' performance at the end of the academic year, they will be given vacation leave. If a teacher has prematurely fulfilled any part (A, B, or V) of their work schedule, they must pay back the missed hours before taking vacation leave or deduct it from their vacation time. The school/department evaluates teachers' annual working performance as usual and if found eligible, may grant them a portion of the next semester's workload in advance.

9.11. The number of teaching credit hours assigned to a teacher at another educational institution/department is regulated by the school's agreement, so it is restricted from working on the teacher's time schedule. In cases where your own school has already utilized the teacher's main time slot, the school will address the issue of finding an alternative solution.

Ten. A qualifying examination to evaluate a professor's administrative position rank

10.1 In the event of a vacancy for a professorship in a constituent/branch school, all teachers will be notified and a selection committee without conflict of interest will be appointed by order of the director of the constituent/branch school. The selection will be held once a school year by June 15th.

10.2 A teacher who has worked at the rank of senior lecturer for at least 1 year, is eligible to compete for the rank of associate professor, and meets the appropriate criteria for that rank, will be promoted to the rank of associate professor.

10.3 In accordance with the department/university administration's regulations, a notification to explain how each professor has fulfilled the general and specific requirements of their respective rank in the full professor or associate professor position, an evaluation based on a review meeting and materials received within 7-14 days after receiving them, and a written decision from the department/university administration following the examination board's deliberation within 10 days after receiving the examination results will be issued. The candidate will then submit their application to the MUIS General Examination Board for approval within three days.

10.4 In the case where some professors have been granted leave at the university's discretion, the number of articles published in international journals, the author's contribution percentage, monographs produced, and applied research projects will be evaluated respectively according to the points specified in 'The Regulation for Awarding the Title of Professor. Associate Professor' - item 1 /table 2/.

10.5 In the event of a shortage in professor positions and the absence of qualified professors, they will waive the requirements and operate with new personnel

10.6. The meeting decided to reduce the rank system for professor staff positions based on a small

number of participants.

- 10.7. A teacher who has worked at the rank of senior lecturer for at least 1 year, is eligible to compete for the rank of associate professor, and meets the appropriate criteria for that rank, will be promoted to the rank of associate professor.
- 10.8 Complaints related to the selection process for promotion to the rank of professor or teacher shall be submitted to the General Selection Committee, which shall review and decide the complaint within 7-10 days of receipt.

Eleven. Salary scale by job rank

- 11.1. A differentiated salary scale will be adopted for each position grade, based on the professional skills and academic achievements of the professor.
- 11.2. The basic salary scale for professors (excluding income from other sources such as academic degrees, rank increments, and research projects) is determined by comparing it to the salary for the teaching rank.

Rank	Years of Service	Comparative Salary
1) Professor	15 years	135%
2) Associate Professor	15 years	120%
3) Senior Lecturer	15 years	105%
4) Lecturer	7 years	100%
5) Trainee Lecturer	1 -2 years	85%

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