



**ORDER OF THE RECTOR OF  
THE NATIONAL UNIVERSITY OF MONGOLIA**

30 July 2024

No. A/388

Ulaanbaatar

**Amendments to “The NUM Internal Labor Regulation”  
and “The NUM Procedure for Administrative Documentation”**

Pursuant to Clause 31.1.2, Article 31 of the Law on Higher Education, Clauses 5.4.1 and 5.4.8.5 of the Charter of the National University of Mongolia, and Resolution No. 12 of the Governing Board of NUM dated 02 July 2024, IT IS HEREBY ORDERED:

1 In accordance with Resolution No. 12 of the Governing Board of NUM dated 02 July 2024 approving the revised “Administrative Structure” and reflecting the changes in the titles of managerial positions, the following amendments shall be made to the “Internal Labor Regulation of NUM”: In Clauses 6.1, 6.3, 7.1, 7.2, 8.3, 8.4, 8.5, 8.19, 8.23, 9.3.4, 9.3.5, 10.2, 10.5, 10.8, 10.13, 10.15, 10.16, 13.1, 13.2, 14.3, 15.2, and 24.1, the term “Unit in charge of Legal Affairs and Human Resources (hereinafter referred to as ‘LAHRU’)” shall be replaced with “Unit in charge of Administration and Human Resources (hereinafter referred to as ‘AHRU’)”; In Clauses 8.16.1, 9.3.3, and 9.3.4, the term “Unit in charge of Academic Research of NUM (hereinafter referred to as ‘ARU’)” shall be replaced with “Unit in charge of Research and Development of NUM (hereinafter referred to as ‘RDU’)”; In Clause 21.11, the term “Vice President in charge of Academic Research” shall be replaced with “Vice President for Research and Cooperation.”; and In Clause 25.3, the term “Unit in charge of Finance” shall be replaced with “Unit in charge of Procurement and Services.”

2 In Clauses 3.1.3, 26.5, and 27.4 of the “Internal Labor Regulation of NUM,” the term “Director of the Park” shall be deleted.

3 In the “Procedure for Administrative Documentation of NUM,” the following amendments shall be made: In Clauses 2.3, 6.1, 9.3.1, and 9.4, the term “Director” shall be replaced with “Rector”; in Clauses 2.3, 5.1, 5.5, 6.1, 7.6, and 9.4, the term “Executive Director” shall be replaced with “Executive Vice Rector”; in Clauses 5.5 and 5.7, the term “Head of the Department of Legal and Human Resources Policy” shall be replaced with “Head of the Department of Administration and Human Resources”; in Clauses 5.6 and 6.3, the term “Director in charge of Finance and Investment” shall be replaced with “Vice Rector in charge of Planning and Investment”; in Clauses 2.4, 3.8, 7.3, 7.4, and 8.3, the term “Clerk ...” shall be replaced with “Office Secretary ...”; in Clause 3.6, the phrase “...recorded in the registration book...” shall be replaced with “...entered into the registration system...”; and in Clause 9.12.11, the term “Minutes of the Administrative Council Meeting” shall be replaced with “Minutes of the Rector’s Council Meeting.”

4 In the “Procedure for Administrative Documentation of NUM,” the term “Head of the Director’s Office” in Clauses 5.5 and 5.7, the term “Head of the Department of Finance and Economic Policy” in Clause 5.6, and the term “division or office” in Clauses 2.4, 3.6, and 9.13 shall be deleted.

5 In the “Procedure for Administrative Documentation of NUM,” after the phrase “...activities of clerical ...” in Clause 2.2, the words “... Office Secretary, ...” shall be inserted; and after the word “Clerical ...” in Clauses 6.8, 7.2, and 7.7, the words “... Office Secretary, ...” shall be inserted.

6 In the “Procedure for Administrative Documentation of NUM,” in the list of documents to be handed over and transferred to the archive approved by Annex 2, the term “Director’s Office, Department of Legal and Human Resources Policy” shall be replaced with “Department of Administration and Human Resources”; the term “Department of Finance and Economic Policy” shall be replaced with “Unit in charge of Planning and Investment”; the term “Department of Research and Innovation Policy” shall be replaced with “Department of Research and Development”; the term “Department of Academic Programs and Quality Assurance Policy” shall be replaced with “Department of Academic Programs and Quality Assurance”; and the term “Department of Student Development Policy” shall be replaced with “Department of Student Development.”

7 The implementation of this Order shall be made public, and oversight of its enforcement is hereby assigned to the Head of the Department of Legal and Human Resources Policy (S. Doljin).

RECTOR

B. OCHIRKHUYAG

## **INTERNAL LABOR REGULATION OF THE NATIONAL UNIVERSITY OF MONGOLIA**

### **CHAPTER ONE GENERAL PROVISIONS**

#### **Article 1. Purpose**

1.1 This Regulation, in conformity with the General Law on Education, the Law on Higher Education, the Labor Law, and the Law on Occupational Safety and Health, shall regulate the labor relations arising between the employer, faculty members, and staff of the National University of Mongolia.

#### **Article 2. Principles**

2.1 The following specific principles shall be observed in employment relations:

- 2.1.1 mutual respect between the employer, faculty members, and staff;
- 2.1.2 avoidance of conflicts of interest;
- 2.1.3 non-discrimination;
- 2.1.4 ensuring gender equality;
- 2.1.5 supporting the professional development and advancement of faculty members and staff;
- 2.1.6 adherence to the principles of growth and competence;
- 2.1.7 ensuring the right to association, the conclusion of collective agreements, and the regulation of relations between employees, the employer, and their representatives.

#### **Article 3. Definitions of Terms**

3.1 The following terms used in this Regulation shall be understood as follows:

- 3.1.1 “full-time faculty member” means a faculty member who, on the basis of an employment relationship, has concluded an employment contract with the employer and serves at the rank of professor, associate professor, senior lecturer, lecturer, or assistant lecturer;
- 3.1.2 “staff member” means an employee who, on the basis of an employment relationship, has concluded an employment contract with the employer and works as a managerial, executive, or service staff member.
- 3.1.3 “managerial staff member” means the Rector, Vice Rectors, Directors of constituent/branch or affiliated schools, Director of the Graduate School, Directors in charge of divisions, Heads of departments, and managerial staff of administrative or autonomous units.
- 3.1.4 “executive staff member” means an employee of a constituent/branch school, affiliated school, department, laboratory, or of an administrative or autonomous unit.
- 3.1.5 “service staff member” means a person responsible for ensuring the normal daily operation of NUM, including drivers, driver-mechanics, carpenters, locksmiths, electricians, lift operators, welders, repairmen, janitors, cleaners, guards, cloakroom attendants, and caregivers.
- 3.1.6 “newly created position” means a permanent position with specific functions established within the structure of a constituent or branch school, affiliated school, department, laboratory, administrative or autonomous unit; “new headcount” means

an additional position created out of operational necessity for a particular job.

- 3.1.7 “vacant position” means a position that has become unoccupied due to changes in the placement of a faculty member or staff, or the termination of an employment relationship.
- 3.1.8 “temporary position” means a position held by a faculty member or staff who is not performing official duties due to maternity or childcare leave, health reasons, or other justifiable grounds in accordance with laws, regulations, and procedures.
- 3.1.9 “dual assignment” means that an employee, in addition to his or her primary job, concurrently performs work of the same profession in an approved position.
- 3.1.10 “combined assignment” means that an employee, in addition to his or her primary job, concurrently performs work of a different profession in an approved position.
- 3.1.11 “acting position” means that, in the absence of a managerial official, an employee concurrently performs the duties of that position in addition to his or her primary job.
- 3.1.12 “allowance” means additional pay granted for skills, years of service, professional rank, academic title, work under abnormal conditions, or other allowances.
- 3.1.13 “premium pay” means additional compensation for working overtime, on weekly rest days, during night hours, or on public holidays, for temporarily performing the duties of an absent employee, for carrying out additional tasks not specified in the job description, and for other allowances.

## **CHAPTER TWO**

### **RIGHTS AND DUTIES OF THE EMPLOYER, FACULTY MEMBERS, AND STAFF**

#### **Article 4. Rights and Duties of the Employer**

##### **4.1 The employer shall have the following rights:**

- 4.1.1 to employ a citizen in a position specified in the employment contract, to conclude, amend, terminate, or rescind the employment contract and related special agreements.
- 4.1.2 to monitor the safeguarding of the organization’s property, equipment, and facilities, and to require their use in accordance with rules and instructions.
- 4.1.3 on the basis of mutual agreement with the employee, to reassign the employee for a period of up to three years to another job with the same functions as specified in the employee’s job description.
- 4.1.4 to temporarily transfer an employee to another job on the basis and within the period prescribed by law.
- 4.1.5 upon the approval of the head of the unit and at the request of a faculty member or staff, to provide an advance payment of one month’s salary.
- 4.1.6 to monitor the use of working hours by full-time faculty members (hereinafter “faculty”) and staff.
- 4.1.7 in conformity with legislation, to impose disciplinary sanctions and material liability on faculty members and staff and to require compensation for damages.

##### **4.2 The employer shall have the following duties:**

- 4.2.1 to approve and implement the internal labor norms of the organization.
- 4.2.2 to approve the job descriptions of faculty members and staff and to provide them with a certified copy of their employment contract.
- 4.2.3 to establish and enforce a salary scale, and to provide salaries, incentives, awards, benefits, assistance, allowances, and premium pay in accordance with relevant laws, rules, and regulations.
- 4.2.4 to ensure a favorable environment, occupational safety, and health conditions for

- faculty members and staff in carrying out their duties, and to provide necessary instructions.
- 4.2.5 to protect the personal information and security of faculty members and staff obtained in the course of official and professional activities.
- 4.2.6 to implement laws and standards on occupational safety and health.
- 4.2.7 to approve the list of positions with full material responsibility.
- 4.2.8 to support the resolution of social issues of faculty members and staff.
- 4.2.9 to organize training, allocate necessary budget, and report results concerning research and academic ethics of faculty, staff, and students, NUM's internal norms, anti-corruption measures, prevention of sexual harassment in the workplace, and occupational safety and health.
- 4.2.10 to receive and resolve applications, complaints, and requests of faculty members and staff in accordance with the "Procedure for Administrative Documentation of NUM."

## **Article 5. Rights and Duties of Faculty Members and Staff**

5.1 In addition to the rights specified in the charter of NUM, Faculty Members and Staff shall have the following rights:

- 5.1.1 faculty members and staff have the right to receive benefits, assistance, awards, and incentives in accordance with laws and relevant rules and regulations.
- 5.1.2 faculty members and staff have the right to enjoy annual leave in accordance with the general law on education and the labor law.
- 5.1.3 faculty members and staff have the right to receive support in improving their qualifications and skills by working as visiting professors, lecturers, or researchers, or by attending short-term training programs and other forms of development at
- 5.1.4 the right to academic freedom, including the right to independently determine research topics and methodologies, to disseminate research results to the public, and to publish without interference.
- 5.1.5 the right to protect the results of their research, technology, innovation products, and intellectual property.
- 5.1.6 the right to use the name, logo, and trademark of NUM for official purposes in accordance with applicable legislation.
- 5.1.7 the right, when pursuing common research directions or joint research projects, to hold concurrent affiliation not only with their primary department but also with other constituent or branch schools or other units.
- 5.1.8 the right to submit proposals, requests, and applications to the university administration or relevant officials concerning issues related to their right to work and legitimate interests.

5.2 In addition to the duties specified in the charter of NUM, Faculty Members and Staff shall have the following duties:

- 5.2.1 the duty to fully perform the functions specified in their job descriptions in a timely manner and to report on the work accomplished.
- 5.2.2 the duty not to disseminate false information or conduct publicity in any form that may negatively affect the reputation or operations of the university.
- 5.2.3 the duty to provide accurate information for the compilation of their personal files and work-related records, and to promptly report any changes.
- 5.2.4 the duty to enter information accurately and in a timely manner into the information system in accordance with their assigned duties, not to misuse granted access rights, and not to engage in actions that may harm the security or functioning of information

- or the information system.
- 5.2.5 the duty to ensure the security of their access rights to the information system and their official email accounts.
  - 5.2.6 faculty members and staff who hold positions included in the list of jobs with full material responsibility have the duty, in addition to the employment contract, to conclude a contract of full material responsibility with the head of their unit.
  - 5.2.7 the duty to use working hours productively in accordance with this regulation and their employment contracts, and to devote all working time to fulfilling their assigned duties.
  - 5.2.8 the duty to prepare work performance reports, report to their immediate supervisor, undergo annual performance evaluations, and, within the timeframe specified in the relevant procedures, participate in comprehensive evaluations (attestation) of their work.
  - 5.2.9 faculty members and staff employed at NUM under an employment contract shall not work as full-time employees in another organization. If they work for an organization engaged in the same type of activity or competing in the market, they must obtain permission from their primary employer.
  - 5.2.10 faculty members implementing projects or programs under the name of NUM shall bear financial responsibility in accordance with the contract.

### **CHAPTER THREE**

#### **RECRUITMENT OF NEW FACULTY MEMBERS AND STAFF**

##### **Article 6. Recruitment of Faculty Members and Staff**

6.1 The recruitment and selection of faculty members and staff of NUM shall be organized by the Unit in charge of Administration and Human Resources (hereinafter “AHRU”).

6.2 In the recruitment of new faculty members and staff at NUM, it is prohibited to directly or indirectly discriminate against, restrict the rights of, or grant preferential treatment to individuals on the basis of ethnicity, origin, language, skin color, age, gender, social background, social or marital status, property status, religion, belief, political opinion, health condition, pregnancy or maternity status, sexual orientation, gender identity or expression, disability, or physical appearance.

6.3 Job descriptions of faculty members and staff shall be developed by the relevant unit, reviewed by AHRU, and approved by order of the Rector.

6.4 It is prohibited to employ a faculty member or staff before the order appointing them to the position has been formalized.

6.5 If a faculty member appointed to a managerial position at NUM is released from that position, he or she shall be employed at the rank of the position previously held.

6.6 Faculty members who have served at NUM in the rank of professor or associate professor and have been appointed to a state managerial position, as well as citizens working at NUM as contracted professors or contracted associate professors, may be employed at the rank of the position previously held.

6.7 When necessary, the recruitment and selection of new faculty members and staff may be conducted electronically, organized by the relevant working group.

##### **Article 7. Recruitment of new Faculty Members**

7.1 AHRU, in cooperation with the academic unit, constituent or branch schools, and relevant departments, shall develop a faculty staffing plan aimed at ensuring the implementation of NUM’s strategic plan and human resources policy, submit it to the Rector’s Council for discussion, and formalize it by order of the Rector.

7.2 The proposal for faculty positions shall be calculated on the basis of the teaching performance of the department’s faculty (full-time, adjunct, and part-time contractual instructors)

during the previous two years and the projected total teaching credit hours for the upcoming academic year, discussed by the administrative council of the constituent school, and submitted to AHRU no later than July 1 of each year.

7.3 When determining the faculty staffing level, no less than 80 percent of the total credit hours required to implement the academic programs in an academic year shall be assigned to full-time faculty members.

7.4 AHRU shall consolidate the faculty staffing levels submitted by the constituent schools, submit them to the Rector's Council for discussion, and formalize them by order of the Rector.

7.5 Faculty members at NUM shall be recruited in the following two forms:

7.5.1 Through a selection process from among citizens who meet the general requirements set for higher education faculty by order of the Minister of Education and the specific requirements for the relevant academic rank;

7.5.2 By inviting a highly qualified scholar.

## **Article 8. Selection process for Faculty Members**

8.1 The selection process for Faculty Members shall consist of the following stages:

8.1.1 submission, review, and approval of the recruitment request;

8.1.2 announcement of the vacancy and registration of applicants;

8.1.3 administration of the examination;

8.1.4 determination of the selection results, formalization by order of the Rector, and conclusion of the contract.

8.2 The academic department shall discuss within its faculty the position, academic rank, field of specialization, level of qualification, research and professional requirements, and skills required for the new faculty member, and shall prepare the recruitment request form (Annex 1) together with the following information and submit it to the administration of the constituent or branch school:

8.2.1 implementation of the courses to be taught by the new faculty member (based on the previous two academic years);

8.2.2 the teaching performance of the faculty in the relevant field (based on the previous two academic years).

8.3 The administration of the constituent or branch school shall review the recruitment request submitted by the academic department and forward the decision of the administrative council meeting together with the relevant documents to AHRU.

8.4 AHRU, in cooperation with the academic unit, shall review the proposal submitted by the constituent or branch school on the basis of the faculty staffing plan and the workload study of faculty members in the same field across other constituent schools, and shall make a conclusion on whether or not to announce the faculty recruitment.

8.5 AHRU, on the basis of the proposals, recruitment request forms, and job descriptions submitted by the constituent or branch schools, shall prepare the recruitment announcement and publish it on NUM's website and in public media outlets for no less than 21 days in a transparent and open manner.

8.6 An applicant for the selection process shall register electronically and must submit the following documents:

8.6.1 a personal application to participate in the selection;

8.6.2 the civil servant's résumé form;

8.6.3 copies of academic diplomas;

8.6.4 a list of research publications with supporting evidence;

8.6.5 a copy of the national identity card;

8.6.6 documents certifying years of work experience;

8.6.7 references from two scholars or researchers who have previously worked with the applicant, confirming research and teaching activities, personal character, and professional ethics.

8.7 Application documents of an applicant who does not meet the requirements for the given position, has incomplete documentation, or submits after the deadline shall not be accepted

8.8 If an applicant is found to have falsified documents or provided false information, the working group shall remove that applicant from the registration.

8.9 If no applicants have registered during the announcement period, the announcement may be extended once for a period not exceeding the originally announced duration.

8.10 The selection examination shall consist of two stages, namely a professional skills test and a foreign language test.

8.11 The working group for the professional skills test shall be established by order of the director of the constituent or branch school.

8.12 The working group for the professional skills test shall be composed of five members, including two independent external members and three representatives from the relevant department.

8.13 An independent external member shall meet the following requirements:

8.13.1 hold an academic degree;

8.13.2 be employed full-time at a university or research institution;

8.13.3 be a specialist in the relevant field.

8.14 A representative of the constituent school's department shall meet the following requirements:

8.14.1 hold an academic degree;

8.14.2 be elected by open vote of the department meeting.

8.15 The working group shall have the following powers:

8.15.1 review the applications and supporting documents of applicants for the selection;

8.15.2 evaluate whether the applicant meets the requirements of specialization, qualification, experience, skills, job description, and departmental criteria;

8.15.3 compile materials concerning the applicant;

8.15.4 provide an assessment of the applicant's specialization, qualification, experience, and skills.

8.16 The professional skills test shall be conducted and evaluated in three forms: assessment of the level of research work, assessment of the level of theoretical knowledge, and delivery of an open lecture. the total score of the examination shall be 100 points.

8.16.1 *the level of research work (30 points)*. the working group shall evaluate the total score of research and scholarly work in accordance with the scoring system set out in the procedure for promotion of academic ranks and performance evaluation of NUM professors. the evaluation shall be reviewed and validated by the Unit in charge of Research and Development of NUM (hereinafter "SHHN").

8.16.2 *the level of theoretical knowledge (50 points)*. the level of theoretical knowledge shall be determined by examination, and the content of the examination shall be prepared and administered by the working group in accordance with the requirements set out in the recruitment announcement. The score shall be calculated as the average of the scores given by the members of the working group.



8.16.3 *the open lecture (20 points)*. Within the framework of the requirements set out in the recruitment announcement, the working group shall prepare three to five topics for the open lecture. The applicant shall choose one topic from among them and deliver a lecture of not less than 20 minutes on the chosen topic. the score shall be calculated as the average of the scores given by the members of the working group.

8.17 The working group for the professional skills test shall, within five working days after receiving the applicant's materials, calculate the overall score based on the average of the scores given by its members, and shall submit the group's evaluation together with the selection materials to the administration of the constituent or branch school.

8.18 An applicant who scores 75 percent or more of the total possible score in the professional skills test shall then take an english language test.

8.19 AHRU shall organize the administration of the English language test by an institution officially authorized to conduct such examinations.

8.20 An applicant shall be considered to have passed the english language test if he or she obtains 60 percent or more of the total possible score.

8.21 If an applicant has a valid score of 60 percent or higher in an internationally recognized English proficiency test (such as TOEFL, IELTS, etc.), it may be considered as equivalent. The equivalency of scores from other English proficiency tests shall be determined by the Department of Foreign Languages.

8.22 An applicant who has passed both the professional skills test and the english language test shall have his or her proficiency in the Mongolian language assessed.

8.23 An applicant who has passed both the professional skills test and the English language test shall be reviewed by the meeting of the relevant academic department and the administrative council of the constituent or branch school, and the decision together with the relevant documents shall be submitted to AHRU and formalized by order of the Rector.

## **Article 9. Employment of highly qualified scholars by invitation**

9.1 A scholar who has received high international recognition in his or her field through research publications may be employed by invitation, without a selection process, in the rank of professor or associate professor.

9.2 A highly qualified scholar shall meet the following requirements:

9.2.1 meet the research score criteria corresponding to the academic titles of professor and associate professor as set out in the procedure for awarding academic titles at NUM;

9.2.2 in the fields of social sciences and humanities, have published no fewer than three articles as first author or corresponding author in Web of Science IF or Scopus CiteScore indexed journals during the last five years, or have published no fewer than five articles as first author in peer-reviewed international journals issued by professional associations with international standing, together with at least one monograph;

9.2.3 in the fields of natural sciences and engineering and technology, have published no fewer than three articles as first author or corresponding author in Web of Science IF or Scopus CiteScore indexed journals during the last five years.

9.3 The process of employing a highly qualified scholar by invitation shall consist of the following stages:

9.3.1 The academic department shall submit to the administration of the constituent or branch school the minutes of the department meeting on inviting the highly qualified scholar, information on the courses to be taught by the invited faculty member, and

the teaching performance of the faculty in the relevant field over the previous two academic years;

9.3.2 The director of the constituent or branch school shall establish a working group to evaluate the research work of the invited faculty member;

9.3.3 The working group shall assess whether the research work of the invited faculty member meets the requirements set out in article 9.2 of this regulation and shall prepare a conclusion, which shall be reviewed and validated by the Unit in charge of Research and Development of NUM (hereinafter “SHHN”);

9.3.4 The proposal of the academic department, the teaching workload calculations, the conclusion of the working group evaluating the research work, and the conclusion validated by SHHN shall be reviewed by the administrative council of the constituent or branch school, and the decision shall be submitted to AHRU;

9.3.5 AHRU, on the basis of the decision of the constituent school, shall verify the completeness of the relevant documents and formalize it by order of the Rector.

9.4 The employment relations of adjunct, contracted, visiting professors, and part-time faculty shall be regulated by the “Procedure for the Employment of Adjunct, Contracted, Visiting Professors, and Part-Time Faculty at NUM.”

## **Article 10. Recruitment of new staff**

10.1 МУИС-д ажилтныг шинээр ажилд авахдаа сонгон шалгаруулалтаар авна.

10.2 The staffing level for employees at NUM shall be reviewed in connection with NUM’s human resources policy, financial resources, and workload norms and standards, discussed at the Rector’s Council meeting, and formalized by order of the Rector.

10.3 In cases where it is absolutely necessary to create a new position, the justification, job description, and the decision of the relevant unit’s meeting shall be attached to a formal request submitted to AHRU, which shall be discussed at the Rector’s Council meeting and formalized by order of the Rector.

10.4 The recruitment of staff shall proceed in the following stages:

10.4.1 submission, review, and approval of the recruitment request;

10.4.2 announcement of the vacancy and registration of applicants;

10.4.3 administration of the examination, determination of the selection results, formalization by order of the Rector, and conclusion of the contract.

10.5 When a new position is created or when a new, vacant, or temporary position arises, the recruitment request form (annex 2) shall be submitted to AHRU together with the justification for recruitment, and the minutes and decision of the relevant unit, constituent, or branch school meeting.

10.6 The recruitment request form shall conform to the job description of the position.

10.7 If an employee is already working in the position, the selection process shall begin only after the employee has submitted a request for resignation, position change, leave of absence, or maternity leave.

10.8 Taking into account the proposal of the relevant unit and on the basis of the principles of development and competency, AHRU may announce the vacancy exclusively for internal recruitment open only to current employees of NUM.

10.9 The internal recruitment process shall be conducted under the same principles as the open recruitment. If an employee of NUM applies for the recruitment, he or she must inform the

head of the relevant unit before submitting the application.

10.10 Based on the recruitment request form and job description, the human resources specialist shall prepare the job announcement and, with the approval of the administration, publish it on the NUM website and in public media for no fewer than five working days in a transparent and open manner.

10.11 Applications that do not meet the requirements of the position, are incomplete, or are submitted after the deadline shall not be accepted.

10.12 If no applicants have registered during the announcement period, the announcement may be extended once for a period not exceeding the originally announced duration.

10.13 After the registration is closed, AHRU shall review the documents submitted by applicants for the selection process to verify whether they meet the requirements of specialization, qualification, experience, and skills specified for the position.

10.14 If an applicant is found to have falsified documents or provided false information, the working group shall remove that applicant from the registration.

10.15 The working group for the selection of executive staff shall be composed of five members: one representative of AHRU, two representatives of the requesting unit, and two representatives with knowledge and experience in the relevant field. The duties of secretary of the working group shall be performed by the human resources specialist in charge of the relevant unit.

10.16 The staff selection examination shall consist of two stages: AHRU shall administer a general knowledge test, and the working group shall conduct an interview.

10.17 If deemed necessary, the requesting unit may require a professional examination, which must be specified in the recruitment request form.

10.18 An applicant shall be considered to have passed the general knowledge test (or professional examination) if he or she obtains 75 percent or more of the total possible score.

10.19 The working group for the selection shall conduct an interview with applicants who have passed the general knowledge test (or professional examination) to assess their personal character, attitude, ethics, as well as their professional knowledge and skills.

10.20 In accordance with the staff selection evaluation forms (annexes 3.1 and 3.2), each member of the working group shall evaluate the applicant, and the overall score shall be calculated as the average of the members' evaluations, which shall be certified by the signatures of the members.

10.21 The applicant who has passed the selection and received the highest score shall be formally appointed to the position by order of the Rector, and the relevant official shall conclude an employment contract.

10.22 An applicant who has passed the selection with a score of 75 percent or higher but has not been appointed to the position shall be entered into a reserve list for a period of one year.

10.23 A person entered into the reserve list may be directly nominated from the reserve if a vacancy arises with functions similar to the position previously competed for.

10.24 Depending on the nature of the position, the selection of service staff shall be conducted only in the form of an interview (annex 4).

10.25 The selection of service staff shall be organized by the unit to which the position belongs, and an applicant shall be considered to have passed if he or she scores 75 points or more in the interview. The unit organizing the selection shall attach the complete selection documents and the applicant's personal file to the draft order for employment.

10.26 The employment of research staff under labor contracts shall be governed by this procedure.

## **CHAPTER FOUR**

### **CONCLUSION AND TERMINATION OF EMPLOYMENT CONTRACTS**

#### **Article 11. Conclusion of employment contracts**

11.1 Based on the Rector's order for the employment of faculty and staff, the director of the constituent or branch school, or the head of the administrative or relevant unit, shall conclude a written employment contract with the faculty member or staff member.

11.2 The authority to hire, conclude employment contracts, terminate, or end employment relations with faculty or staff may be delegated to vice rectors or directors of constituent or branch schools by order of the Rector.

11.3 If the main terms of an employment contract with a faculty or staff member — such as the position title, duties specified in the job description, place of work, remuneration, or working conditions — change, the head of the relevant unit shall amend and renew the contract on the basis of the Rector's order.

11.4 Depending on the specific duties of faculty and staff, additional terms such as full financial liability, confidentiality, training obligations, or non-compete clauses may be mutually agreed upon and included in the employment contract, or addressed through supplementary agreements attached to the employment contract.

11.5 Upon the expiration of the probationary period specified in article 64.2 of the labor law, the decision on whether to continue or terminate the employment of a faculty or staff member shall be made by the Rector, or by a vice rector or director of a constituent or branch school authorized by the Rector's order, based on the evaluation and recommendation of the constituent or branch school, administrative unit, or relevant unit regarding the individual's performance, professional skills, and initiative.

11.6 Relations concerning the determination of academic ranks of faculty and the evaluation of work performance shall be regulated by the "procedure for promotion in academic ranks and evaluation of performance of faculty at NUM."

11.7 Relations concerning the conferment of the titles of professor and associate professor shall be regulated by the "procedure for awarding the titles of professor and associate professor at NUM."

11.8 Relations concerning the evaluation, assessment, and performance measurement of compulsory duties of faculty shall be regulated by the "procedure for comprehensive evaluation (attestation) of faculty performance."

11.9 The evaluation of the working group for the comprehensive evaluation of faculty performance, as provided in clauses 6.5–6.8 of the "procedure for comprehensive evaluation (attestation) of faculty performance," shall serve as grounds for amending and renewing the employment contract or for terminating the employment contract of a faculty member serving in a given academic rank.

11.10 Relations concerning the evaluation, assessment, and performance measurement of staff shall be regulated by the "procedure for comprehensive evaluation (attestation) of staff performance."

11.11 Based on an employee's knowledge, education, profession, qualification, experience, skills, and work performance, he or she may be promoted and assigned to a higher position without a selection process.

## **Article 12. Termination and cancellation of employment relations**

12.1 The employment relations of faculty and staff shall be terminated on the grounds specified in the labor law.

12.2 Faculty and staff who have become eligible for retirement may terminate their employment relations at their own request.

12.3 Employment relations may be cancelled at the initiative of either the employee or the employer on the grounds specified in the labor law, the employment contract, and this procedure.

12.4 If a faculty or staff member commits any of the following serious violations expressly specified in the employment contract, the employer may immediately terminate the employment relation at its own initiative:

- 12.4.1 repeated (two or more times) or serious violations of the “code of ethics for faculty, staff, and students of NUM,” as established by the final decision of the ethics dispute resolution body;
- 12.4.2 falsification of another faculty member’s grades;
- 12.4.3 absence from work for three working days in one month or a total of 24 hours, as verified;
- 12.4.4 failure of a faculty member to conduct scheduled classes for three or more days in one academic semester, thereby disrupting the normal educational process;
- 12.4.5 failure of a faculty or staff member to return to work within 15 or more days after the expiration of a paid or unpaid leave of one month or more;
- 12.4.6 use of alcohol, psychotropic drugs, or narcotics at the workplace or while performing official duties;
- 12.4.7 intentional acts by a faculty or staff member during the performance of official duties that cause substantial or significant damage to the property of the institution;
- 12.4.8 entering into agreements or transactions in the name of the institution without authorization from the competent governing body or official, thereby causing
- 12.4.9. committing acts or omissions during inspections by financial, legal, or other competent authorities, or during the employer’s internal audit, that result in a loss of the employer’s trust.

12.5 The employer’s decision to terminate an employment relation shall clearly state the grounds, reasons, and effective date. if necessary, the order shall also specify the composition, tasks, and timeframe of the handover commission.

12.6 If a faculty or staff member wishes to terminate the employment relation at his or her own initiative in accordance with the labor law and internal labor regulations, he or she must notify the employer in writing no fewer than 30 days in advance. Until the employer’s decision is issued or the agreed period with the employer has expired, the employee may not abandon the position.

12.7 If a faculty or staff member who has taken paid or unpaid leave fails to return to work within 15 working days after the expiration of the leave, or has not submitted a request with valid reasons to extend the leave, the employer’s obligation to hold the position shall be terminated.

## **Article 13. Handover of duties**

13.1 AHRU shall notify faculty or staff whose employment relations have been terminated to collect the termination order. If the order is not collected within the notified period or if the individual refuses to collect it, a copy of the order shall be sent by email from NUM’s official address to the employee’s personal email address, or the original order shall be mailed to the employee’s

residential address, whichever is feasible. Once the order has been delivered, the individual shall be deemed to have been informed.

13.2 The head of the relevant unit shall ensure the handover of duties using the handover form (annex 5), and shall submit the handover act and records to AHRU within five working days.

13.3 Faculty and staff handing over their duties shall fully transfer all equipment, technical resources, and both paper and electronic documents used for official purposes, and shall confirm this by completing a clearance sheet signed by the relevant officials.

13.4 The system access rights of faculty or staff whose employment relations are terminated shall be revoked on the date of release from employment, and their official email account shall be closed 30 days after the date of release.

13.5 If the deadline for handover specified in the order is exceeded due to the fault of the faculty or staff member being released from employment, the final handover date shall be deemed the last day of work specified in the decision.

## **CHAPTER FIVE.**

### **DEVELOPMENT OF FACULTY AND STAFF**

#### **Article 14. Development of Faculty and Staff**

14.1 NUM shall have training programs and plans aimed at improving the knowledge, professional preparation, skills, and experience necessary for faculty and staff to perform their duties.

14.2 NUM shall provide support to faculty and staff to pursue professional development and participate in joint research projects under agreements and memoranda of understanding concluded with foreign universities and research institutions.

14.3 The orientation training for new faculty and staff, introducing the university's structure, organization, unit operations, and internal regulations and procedures, shall be organized once each semester by the center for faculty development and learning support together with AHRU.

14.4 In implementing human resources policy, the training needs of staff shall be identified, and training plans and programs shall be developed jointly with relevant units, incorporated into the budget, and approved.

14.5 Each constituent or branch school and administrative unit shall include staff skills development activities in their operational plans and provide support accordingly. The head of each unit shall annually evaluate and review the implementation and outcomes of the unit's staff training and development plan.

14.6 When promoting staff or conducting internal recruitment, consideration shall be given to the staff member's training and development planning, implementation, and outcomes.

## **CHAPTER SIX**

### **WORKING HOURS AND REST PERIODS**

#### **15 Article 15. Working hours**

15.1 The daily working hours of an employee shall be 8 hours, and the total weekly working hours shall not exceed 40 hours. The lunch break shall be 1 hour.

15.2 Depending on the nature of duties, workload, and shift schedule, the working hours shall be approved by the HRMD administration based on the recommendation of the respective unit's management.

15.3 The classroom teaching load of a faculty member shall not exceed 8 hours per day, and the semester teaching load (A credit hours) shall not exceed 70 percent of the total mandatory annual teaching hours. If deemed necessary due to specific reasons, the A credit hours may be increased based on the decision of the Administrative Council of the relevant school or branch.

15.4 Employees shall record their arrival and departure times using the timekeeping device. In case the device is not functioning, the employee shall notify the head of the responsible unit.

15.5 The immediate supervisor shall monitor the time records and attendance of faculty and staff within their unit.

15.6 the immediate supervisor shall prepare and sign the timesheet based on the timekeeping reports, leave requests, medical certificates, and hospital records of staff, and shall submit the timesheet together with supporting documents to the finance unit twice a month.

15.7 if a faculty or staff member is unable to attend work for valid reasons, he or she must notify the immediate supervisor in advance on the same day.

15.8 if a staff member needs to temporarily leave the workplace during working hours for official duties, he or she must notify the head of the relevant unit in advance and report the results of the task to the unit head afterward.

## **Article 16. Annual leave**

16.1 Faculty and staff shall be granted the basic and additional annual leave as established by the General Law on Education and the Labor Law, to be taken in person.

16.2 The schedule of annual leave shall be approved by the supervisor, taking into account the proposal of the staff member, the nature of the unit's operations, and the duties of the staff member, without disrupting the normal operations of the unit.

16.3 Annual leave for newly recruited staff shall be granted after at least six months of service, and for faculty, after at least one academic semester of service.

16.4 If faculty or staff are unable to take their annual leave due to urgent work requirements (as determined by the administration), they shall be granted compensatory leave. If compensatory leave is not provided, annual leave pay shall be granted in accordance with the labor law.

16.5 Upon termination of employment, a faculty or staff member shall be paid the salary together with the calculated compensation for annual leave accrued during the period of employment.

## **CHAPTER SEVEN**

### **LEAVE AND OFFICIAL BUSINESS TRIPS**

#### **Article 17. Leave**

17.1 Granting leave to faculty and staff shall aim to ensure the continuity of institutional and instructional activities, provide opportunities for professional growth, and address family and social needs.

17.2 Leave shall be granted on the basis of the staff member's request and with the approval of the head of the relevant department, constituent or branch school, or administrative unit.

17.3 Leave may be either long-term or short-term. long-term leave shall mean leave exceeding 30 days, and short-term leave shall mean leave of up to 30 days.

17.5 When applying for long-term leave, faculty and staff shall submit a written request to

the head of the relevant department or unit at least 10 working days before the start of the requested leave period.

17.6 If a staff member is unable to attend work due to health reasons and cannot apply for leave in advance, he or she shall notify the immediate supervisor on the same day and submit a medical certificate or a copy of the hospital record.

17.7 Faculty and staff who participate in scholarship projects, programs, or training, or who work abroad as visiting faculty or visiting researchers, shall not be granted paid leave, and the institution shall not pay social insurance contributions for that period.

17.8 Faculty and staff are prohibited from leaving their workplace without authorization before the employer's official decision on leave has been issued. Leave may be classified as paid leave, unpaid leave, or creative leave.

#### **Article 18. Paid leave**

18.1 Based on the request of faculty and staff, the director of a constituent or branch school, or the head of an administrative or independent unit, may grant up to five working days of paid leave using the leave form (annexes 6.1, 6.2). The total paid leave granted by leave form shall not exceed 40 working hours within one semester of an academic year.

18.2 Faculty and staff shall be granted paid leave under the following circumstances:

18.2.1 for up to one month due to family hardship (to care for a spouse, parents, children, cohabiting grandparents, siblings, or for other personal reasons);

18.2.2 for up to one month to undergo medical diagnosis or treatment;

18.2.3 for up to six months, once during the period of doctoral studies within the country (the intervals and frequency of such leave for branch schools may be determined by the decision of the administrative council);

18.2.4 for up to three months, once every three years, to participate in short-term training at a foreign university or research institution, to improve professional skills, conduct joint research, develop new technology, or introduce innovations, provided that the faculty member has fully met their teaching load, and based on an official invitation and supporting documents. (within 30 days after the completion of the paid leave, the faculty member shall report to the academic council of the relevant unit).

18.3 Regardless of the type or reason for leave specified in articles 18.2.1 and 18.2.2 of this procedure, there shall be an interval of one year between such leaves.

18.4 Based on the request of faculty and staff of constituent or branch schools (annex 7), and considering the stated reasons and supporting documents, paid leave shall be granted by order of the director of the relevant constituent or branch school.

18.5 For administrative and central finance unit staff, paid leave shall be granted by order of the rector, based on the request, supporting documents, and with the approval of the head of the unit and the responsible pro-rector.

18.6 A faculty member applying for leave to pursue doctoral studies within the country shall submit a request, study plan, and the decision of the department and the council of the constituent or branch school, and such leave shall be granted by order of the rector.

18.7 Based on the rector's order, the director of the relevant constituent or branch school shall conclude a "contract for faculty members pursuing doctoral studies within the country" with the faculty member.

18.8 The performance of a faculty member studying in a domestic doctoral program shall be evaluated by the Administrative Council of the relevant school or branch. If the matter has not



been reviewed and evaluated by the respective department and Administrative Council, or if the Administrative Council concludes that the results of the completed work are unsatisfactory, the faculty member shall be required to make up the teaching duties. Furthermore, no paid leave shall be granted within three years after the completion of such duties.

18.9 The duration of paid leave shall not be extended.

## **Article 19. Unpaid leave**

19.1 Faculty and staff shall be granted unpaid leave in the following cases:

- 19.1.1 when a faculty or staff member pursues doctoral studies abroad in their field of specialization or research, for a period of three to four years;
- 19.1.2 when a faculty member participates as a visiting professor or researcher at a foreign university or research institution, or undertakes a postdoctoral program, for up to three years;
- 19.1.3 when a faculty or staff member suffers from a serious illness, for up to three years, based on medical certification;
- 19.1.4 when a faculty or staff member faces family hardship, requires medical diagnosis or treatment, or must care for a sick or disabled family member (spouse, parents, children, cohabiting grandparents, siblings), for up to one year;
- 19.1.5 when a faculty or staff member's spouse is appointed to work at a diplomatic mission abroad, or is enrolled in a master's or doctoral program abroad, for the duration of the assignment or study period;
- 19.1.6 when a faculty or staff member seeks to improve professional knowledge and skills, for up to one year;
- 19.1.7 when a mother (or father) requests childcare leave, or when a mother (or father) has adopted a newborn, in accordance with the labor law;
- 19.1.8 a father shall be granted 10 working days of leave to care for his newborn child, with payment provided in accordance with the law.

19.4 Based on the request of a faculty or staff member of a constituent/branch school (annex 7), including the stated reasons and supporting documents, unpaid leave of up to one month shall be granted by order of the director of the respective constituent/branch school.

19.5 Based on the request of an administrative or central finance unit staff member (annex 7), including supporting documents, unpaid leave of up to one month shall be granted by order of the rector, upon recommendation of the unit head and approval of the relevant vice-rector.

19.6 Unpaid leave exceeding one month shall be granted by order of the rector, based on the approval of the director of the respective constituent/branch school or the head of the relevant unit.

19.7 During the following periods of unpaid leave, the institution shall pay social insurance contributions based on the national minimum wage of Mongolia:

- 19.7.1 when a faculty member pursues doctoral studies;
- 19.7.2 when a faculty or staff member undertakes professional development or skills enhancement;
- 19.7.3 when a faculty or staff member is on childcare leave.

19.8 For valid reasons, the period of unpaid leave may be extended once, not exceeding the duration of the previously granted leave. A written request for extension shall be submitted to the head of the relevant unit at least 10 working days before the expiration of the leave period.

19.8.1 If, for valid reasons, a doctoral student abroad is unable to defend the dissertation within the contractual period, the contract may be extended for up to two years by order of the rector, based on the faculty member's request and the recommendation of the relevant unit.

19.8.2 If the leave period is extended, the institution shall not pay social insurance contributions.

19.9 The interval between periods of leave granted to staff for professional development, to faculty for doctoral studies abroad, or for participation as a visiting professor, researcher, or in a postdoctoral program at a foreign university or research institution, shall not be less than three years. this interval applies to all types of long-term leave.

19.10 Faculty and staff who have taken leave under article 19.1.6 of this procedure shall submit a report to the head of the relevant unit on the professional development or skills enhancement achieved during the leave period.

19.11 Faculty and staff wishing to resume work following leave shall submit a request to the head of the relevant unit at least 14 working days before the end of the leave period.

19.12 Staff members who have taken leave under an intergovernmental agreement for doctoral studies shall, upon completion of the leave and return to work, be reinstated to their previous position.

19.13 If a faculty member who has entered into a contract for doctoral studies abroad fails to fulfill the contractual obligations (including failure to defend the doctoral degree), the matter shall be resolved in accordance with the terms of the contract.

## **Article 20. Creative leave**

20.1 Faculty members who have served as full-time professors at NUM for more than five years and hold a doctoral degree may be granted up to six months of creative leave to support their research activities. in cases specified under article 20.3.1 of this procedure, up to twelve months of creative leave may be granted.

20.2 Creative leave shall be granted by order of the rector of NUM, based on the approval of the relevant constituent/branch school and department.

20.3 The following activities are included under creative leave:

20.3.1 professors and associate professors of NUM conducting research at domestic or international universities and research institutions;

20.3.2 faculty members taking leave to prepare a monograph, commissioned and endorsed by the academic council of the relevant unit.

20.4 During the period of creative leave, teaching hours shall be reduced by up to 100 percent. in this case, no additional teaching hours shall be calculated.

20.5 The interval between periods of creative leave shall be three years.

20.6 When considering an application for creative leave, the department shall deliberate and, if granting leave is deemed feasible, shall issue a conclusion specifying the duration and the percentage of teaching load reduction. This conclusion shall be submitted to the academic council of the relevant constituent/branch school. If approved at the council meeting, the leave shall be confirmed and granted by order of the rector.

20.7 Faculty members applying for creative leave shall submit the required documentation, including the application, work plan, decision of the department and the academic council of the constituent/branch school, and the contract concluded with the director of the constituent school.

20.8 A faculty member on creative leave shall present an interim report of the work being carried out at a department meeting during the leave period. the meeting shall evaluate the progress and outcomes of the work and issue conclusions and recommendations on whether to continue the leave.

20.9 At least ten working days prior to the end of the creative leave, the faculty member shall submit a request for continuation of employment together with a final work report to the secretary of the academic council of the constituent/branch school.

20.10 The academic council of the constituent/branch school shall evaluate and issue a conclusion on the outcomes of the faculty member's work during creative leave. In the evaluation, priority shall be given to tangible results such as new discoveries, published works, and activities introduced into practice.

20.11 If the faculty member fails to present the outcomes of the creative leave to the academic council for discussion, or if the academic council concludes that the results of the creative work are unsatisfactory, the faculty member shall be required to compensate by completing the work, and shall not be granted another creative leave for a period of seven years thereafter.

## **Article 21. Official business trips**

21.1 Faculty and staff may be assigned to official business trips within the country or abroad for work-related purposes (such as visits, participation in meetings, conferences, seminars, contract negotiations, teaching, or research activities).

21.2 In order to ensure continuity of teaching, faculty shall not be sent on official business trips for more than 20 classroom hours during a semester.

21.3 Pregnant employees and those with children under three years of age shall not be assigned to official business trips unless they consent.

21.4 Domestic and international travel expenses shall be covered in accordance with relevant legislation and the approved annual budget.

21.5 A faculty or staff member traveling on official business trips shall prepare justification and supporting documents, obtain approval of the relevant unit head on the assignment form (annex 8), and proceed based on the rector's/director's order. For domestic trips, an official travel sheet (annex 9) shall also be issued.

21.6 Faculty members going on official business trips shall submit and confirm a make-up teaching schedule (annex 6.2) with the academic unit responsible for teaching.

21.7 Faculty or staff going on an international business trip shall prepare the following documents:

21.7.1 terms of reference for the assignment;

21.7.2 invitation letter from the host institution including financial arrangements;

21.7.3 conference program and title of presentation (if attending a conference);

21.7.4 travel budget showing expenses to be covered by both the university and the host institution.

21.8 International travel expenses include transportation between countries, visa fees, accommodation, per diem or meal costs, and local transportation expenses.

21.9 Within the framework of NUM's international cooperation, the expenses for overseas assignments, official visits, and short-term participation in conferences and seminars by executive and administrative staff shall be covered from the budget for administrative missions. The expenses for overseas assignments of faculty and staff shall be financed from the budget allocated for international activities of the respective school or branch.

21.10 Unplanned international travel expenses shall be reviewed and decided by the relevant administrative council.

21.11 If a faculty or staff member implementing a research project seeks to travel abroad on official assignment funded by the research project, he or she shall submit an application and other relevant documents to the Vice President for Research and Development and obtain

approval.

21.12 Within 5 working days after returning from an official business trip, a faculty or staff member shall submit the mission report (Annex 10) and the financial expense report to the relevant units.

21.13 If travel expenses exceed the approved budget and the excess is substantiated by documentation, the difference may be reimbursed according to the source of funding and applicable regulations.

## **CHAPTER EIGHT**

### **SALARY, SOCIAL PROTECTION, AWARDS AND INCENTIVES**

#### **Article 22. Salary**

22.1 Faculty and staff salaries shall consist of base salary, allowances, additional pay, paid annual leave, bonuses, and incentives.

22.2 The base salary for a given position shall be determined considering the scope of duties, level of responsibility, work experience, and professional skills, while also taking into account changes in tuition fees, the rate of inflation, and the institution's financial capacity.

22.3 Allowances and additional pay for faculty and staff shall be set in accordance with applicable laws and regulations and approved by rector's order.

22.4 Skill-based allowances for executive staff shall be determined on the basis of the performance contract report and approved by rector's order.

22.5 Staff members who, under relevant legislation, have passed an examination and obtained a professional license to practice their specialty may receive a professional grade allowance at the percentage level approved by rector's order.

22.6 Salaries of faculty and staff shall be paid on the 8th and 23rd days of each month, based on timekeeping reports.

22.7 If, by mutual agreement with the employer, a faculty or staff member performs concurrent or combined duties, or temporarily substitutes for an absent employee, they shall be paid an additional wage equal to up to 40 percent of the base salary of the respective position.

22.8 Monetary incentive payments shall be regulated by the "NUM's procedure for granting monetary incentives to faculty and staff."

#### **Article 23. Social protection**

23.1 NUM shall provide the following assistance to its faculty and staff:

23.1.1 a one-time, non-repayable assistance equal to three months' base salary in the event of the death of a faculty or staff member working at NUM;

23.1.2 a one-time, non-repayable assistance equal to three times the minimum wage in the event of the death of a retired NUM faculty or staff member;

23.1.3 a one-time, non-repayable assistance equal to two times the minimum wage in the event of the death of a faculty or staff member's biological or adopted parent, child, or spouse, or the spouse's parents;

23.1.4 a one-time, non-repayable assistance equal to the minimum wage once per year to faculty or staff caring for a disabled family member or facing severe household hardship;

- 23.1.5 a one-time, non-repayable assistance equal to five times the minimum wage when a faculty or staff member must undergo high-cost surgery due to a serious illness, subject to evidence;
- 23.1.6 a one-time, non-repayable assistance equal to up to five times the minimum wage in cases of damage caused by extraordinary or force majeure events (e.g., fire, flood, earthquake, storm);
- 23.1.7 a one-time, non-repayable assistance equal to five times the minimum wage every two years for faculty or staff reassigned to or transferred between NUM's provincial branch schools;
- 23.1.8 a one-time, non-repayable assistance equal to two times the minimum wage on the 80th, 85th, and 90th birthdays, and annually thereafter, of retired NUM faculty or staff;
- 23.1.9 a retiree who has been granted an old-age pension after working at NUM for at least 10 years, has no income other than the pension, and has no employed family members may be provided once a year with a one-time non-repayable allowance equivalent to the minimum wage, taking into account his or her living conditions and request.

23.2 NUM shall provide the following severance benefits:

- 23.2.1 When a faculty or staff member voluntarily retires, a one-time severance shall be paid based on their length of service at NUM. A severance allowance equivalent to the following number of months' base salary shall be granted:

- 1 month if employed for 6 months to less than 2 years;
- 2 months if employed for 2 to less than 5 years;
- 3 months if employed for 5 to less than 10 years;
- 6 months if employed for 10 to less than 16 years;
- 9 months if employed for 16 to less than 21 years;
- 12 months if employed for 21 to less than 26 years;
- 15 months if employed for 26 to less than 31 years;
- 18 months if employed for 31 to less than 36 years;
- 21 months if employed for 36 years or more.

23.2.3 If an organization, its school, branch, administrative or independent unit has been dissolved, a position has been eliminated, staff numbers have been reduced, a faculty or staff member is determined to be unqualified for his or her duties in terms of profession, level of qualification, skills, or performance, or if the Medical and Labor Examination Commission determines that a faculty or staff member is unable to perform his or her duties for health reasons and there is no other position to which he or she can be transferred, the employment relationship shall be terminated on these grounds. In such cases, a one-time severance allowance shall be granted based on the number of years worked at NUM as follows:

- 1 month of base salary if employed for 6 months to less than 2 years;
- 2 months of base salary if employed for 2 to less than 5 years;
- 3 months of base salary if employed for 5 to less than 10 years;
- 4 months of base salary if employed for 10 years or more.

23.3 No severance shall be granted if, under clause 23.2.2, the terminated faculty or staff member is re-employed at another NUM position.

23.4 NUM may provide up to a 60 percent tuition fee discount for faculty enrolled in NUM doctoral programs.

23.5 NUM shall provide annual financial support to faculty and staff for capacity-building,

health protection, and risk prevention, as regulated by the “NUM procedure on financing faculty and staff development support.”

23.6 NUM shall provide annual medical check-ups and preventive screenings for faculty and staff, with costs reflected in the annual budget.

23.7 For the purpose of supporting faculty and staff of provincial branch schools, Clause 17.6 of this procedure shall not apply when they participate in short-term scholarship projects, programs, or training.

23.8 For the purpose of supporting faculty of provincial branch schools, the travel expenses of a faculty member studying in a domestic doctoral program may be covered by the respective branch school.

23.9 Faculty and staff may also be granted other allowances and compensations provided under applicable laws.

23.10 If a faculty or staff member has worked at NUM for 15 years or more, one of their children shall be eligible for a 20 percent tuition fee discount when enrolling at a NUM branch school.

23.11 When a temporary replacement staff member’s employment contract ends, NUM shall not be obligated to provide severance benefits under article 23.2.

## **Article 24. Awards and Incentives**

24.1 Faculty and staff members who demonstrate leadership among colleagues, actively and productively contribute to the development of the university as well as to science, technology, and education, achieve notable success in their work, and maintain a record free of disciplinary or ethical violations may be nominated by their respective unit and the AHRU for State High Awards, Government Awards, or NUM Awards.

24.2 Nominations for state and government awards shall be resolved in accordance with relevant laws and regulations.

24.3 Awards for faculty and staff by NUM shall be governed by the “General Procedure on NUM Awards and Incentives.”

24.4 On occasions celebrating professional achievements, retirement, or other significant events related to faculty and staff, the respective unit or branch school may present them with “Certificates of Merit” or “Mementos.”

## **CHAPTER NINE**

### **OCCUPATIONAL SAFETY AND HEALTH**

## **Article 25. Occupational Safety and Health**

25.1. The employer shall introduce an occupational safety and health management system to protect employees from possible accidents, injuries, and illnesses that may occur in the course of employment, and shall establish and operate an occupational safety and health officer and committee.

25.2. The occupational safety and health officer shall organize training on occupational safety and health for all employees at least twice a year.

25.3. To prevent industrial accidents, acute poisoning, and occupational diseases, teachers and staff working in hazardous conditions shall be provided with protective equipment, special work clothing, neutralizing agents, and detoxification products. The unit in charge of supply and

services shall determine daily norms for neutralizing agents and detoxification products and include them in the budget.

25.4. A non-permanent commission shall be established to investigate and issue reports on the causes of industrial accidents, occupational diseases, and acute poisoning. The commission shall operate in accordance with its own charter and the rules, instructions, and recommendations issued by competent authorities.

25.5. Regardless of whether or not the teacher or staff member was covered by industrial accident and occupational disease insurance, additional compensation as prescribed by law shall be provided once to the employee or their family in the event of an industrial accident, occupational disease, acute poisoning, or death.

25.6. A survey shall be conducted of teachers and staff for whom a workplace condition change has been determined due to industrial accidents, acute poisoning, or occupational diseases, and appropriate measures shall be taken to adjust their working conditions.

25.7. Workplace sanitary and hygienic conditions shall be maintained at the required level, with regular cleaning, disinfection, and sterilization carried out.

25.8. Laboratory safety procedures shall be regulated by a separate procedure.

## **CHAPTER TEN**

### **DISCIPLINARY VIOLATIONS AND LIABILITY**

#### **Article 26. Disciplinary Violations**

26.1. Any acts or omissions that violate the labor law, the labor contract, any supplementary agreements, internal regulations governing labor relations, or the job description shall be considered disciplinary violations.

26.2. Before imposing a disciplinary sanction on a faculty member or staff member, it must be established whether a disciplinary violation has occurred.

26.3. The working group for investigating complaints and reports related to serious disciplinary violations specified in article 12.4 of this regulation shall consist of five members: one internal auditor, one legal advisor, one member of the ethics committee, one member of the trade union, and, depending on the nature of the violation, one faculty/staff representative with relevant knowledge and experience in the field.

26.4. The working group responsible for investigating complaints and reports related to disciplinary violations of administrative and independent unit staff shall be approved by the rector's order.

26.5. The working group responsible for investigating complaints and reports related to disciplinary violations other than those specified in article 12.4 of this regulation shall be approved by the head of the relevant school/branch by order.

26.6. The working group shall determine whether the teacher or staff member committed the disciplinary violation indicated in the complaint or report and issue a conclusion (Annex 11).

#### **Article 27. Disciplinary Sanctions for Labour Violations**

27.1. Teachers or staff members who have committed a disciplinary violation shall be subject to disciplinary sanctions prescribed in the labor law, taking into account the conclusion specified in Article 26 of this Regulation.

27.2. Disciplinary sanctions shall be imposed within six months from the date of the violation or, in case of continuing violations, from the last day of the violation, and within one month after the employer has discovered the violation.

27.3 In accordance with Article 123.2 of the Labor Law, the employer may impose the following disciplinary sanctions:

- 27.3.1 private written warning to the individual;
- 27.3.2 public warning announced to all staff;
- 27.3.3 reduction of base salary by up to 20 percent for up to three months;
- 27.3.4 demotion;
- 27.3.5 termination of the employment relationship at the employer's initiative.

27.4 Disciplinary sanctions under articles 27.3.1, 27.3.2, and 27.3.3 of this Regulation shall be imposed on teachers and staff of schools/branches by the school/branch director, and on administrative and independent unit staff by the Rector.

27.5 Disciplinary sanctions under articles 27.3.4 and 27.3.5 of this regulation shall be imposed by the Rector.

27.6 The human resources officer shall present the disciplinary sanction decision to the faculty member or staff member who committed the violation and provide them with a copy. a record of acknowledgment shall be prepared in accordance with annex 12.

27.7 If the teacher or staff member considers the disciplinary sanction to be unfounded, they shall have the right to file a complaint in accordance with the Labor Law.

27.8 If one year has passed since the imposition of the disciplinary sanction, the employee shall be considered as having no disciplinary record.

## **CHAPTER ELEVEN**

### **COMPLAINT AND INFORMATION REVIEW AND INVESTIGATION PROCEDURES**

#### **Article 28. Complaint and Information Review and Investigation**

28.1 Applications and complaints submitted by faculty and staff shall be resolved in accordance with the relevant laws, regulations, and procedures.

28.2 Complaints and reports related to disciplinary sanctions shall be resolved in accordance with Articles 26 and 27 of this Regulation.

28.3 Applications and complaints related to the ethics of faculty and staff or to research ethics shall be resolved in accordance with the NUM Code of Ethics for Faculty, Staff, and Students and the NUM Research Ethics Regulation.

## **CHAPTER TWELVE**

### **MISCELLANEOUS**

#### **Article 29. Miscellaneous Provisions**

29.1 The NUM Regulations on Promotion of Academic Ranks of Professor, Evaluation of Work Performance, Conferment of Professor and Associate Professor Titles, Integrated Evaluation of Faculty Performance, and Integrated Evaluation of Staff Performance shall constitute an inseparable part of the Internal Labour Regulations of NUM and shall have equal legal force.



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