



Integrated Doctoral Program for Environmental Policy, Management and Technology INTENSE

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MONGOLIA = NATIONAL UNIVERSITY OF MONGOLIA + KHOVD UNIVERSITY

CODES OF OPERATIONAL PRACTICE

Background information:

The national school (national program) regulates by the following internal regulations in Mongolia. In case of NUM, there are eight main internal regulations:

1. Regulation on enrolling students in master's and doctoral programs, approved by order A/243 of President of National University of Mongolia on 31 May 2019.
2. Regulation on student transfer, approved by order A/483 of President of National University of Mongolia on 14 November 2019.
3. Regulation on academic procedure at National University of Mongolia, approved by order A/203 of President of National University of Mongolia on 30 June 2015.
4. Regulation on hiring a master's and doctoral student's assistantship, approved by order A/342 of President of National University of Mongolia on 20 August 2019.
5. Regulation on awarding scholarships to students, approved by order A/571 of President of National University of Mongolia on 31 December 2019.
6. Regulation on recognizing the credit hours of research and internship work for master's and doctoral students, approved by order A/112 of President of National University of Mongolia on 04 May 2016.
7. Regulation on submitting the dissertation of master's and doctoral research, approved by order A/56 of President of National University of Mongolia on 27 February 2020.
8. Regulation on doctoral degree defense committee, approved by order 492 of Minister of education and science of Mongolia on 28 May 2010.

<https://www.num.edu.mn/content.htm?mid=399>

Entrance, study and graduation processes regulate by the university internal regulations. However, PhD defense process regulates by the Ministry of Education, and PhD candidate shall defend by PhD degree under the PhD defense committee on each science field that consists of up to 15 scientists.

ENTRANCE PROCESS:

Registration of PhD course entrance organizes 2 times in every year (September and January) by the university. A person who has a master's degree in a same science field (natural or social sciences) takes entrance examination. A person who has not a master's degree in a same science field, needs to take the preparation course before take the entrance examination.

A person who passes the entrance exam with 60%, he/she enrolls at the university. PhD student shall develop an own study plan with research topic and supervisor(s) based on the approved PhD curriculum. Same time, it is free to choice own research topic and supervisor(s) later.

Requirement for enrolment:

- ~ Must hold the master degree (research, not professional)
- ~ If a student has the master degree in a different scientific field (social and humanity sciences), he/she must enroll to PhD preparation course (15 credit hours = 5 courses) and must successfully complete prior to enter PhD program.

Source: Regulation on enrolling students in master's and doctoral programs



Registration of student:

- ~ There are two enrolments in every academic year.
- ~ Student must register by online <https://burtgel.num.edu.mn/> between 15 July and 10 September for autumn enrolment and 10 November and 10 January for spring enrolment.
- ~ The following documents are required to register:
 - Citizenship identify card or foreign passport
 - Master's diploma and course record
 - Photo
 - Registration fee
 - Online filled form
- ~ Student must pass (60 and above) the enrolment exam.
- ~ Student who passed the exam shall bring the following documents within the specified period and get entrance certificate, PhD student ID.
 - Filled the study contract
 - Filled form
 - Citizenship identify card or foreign passport
 - Master's diploma and course record
 - Photo (within last 3 months)
- ~ If student can't come at the university within the specified period, he/she must inform it, otherwise enrolment will be canceled.

Source: Regulation on enrolling students in master's and doctoral programs

Requirement for student transfer:

PhD student can come to NUM from different university, if he/she not hold any scholarship. Also, student also can transfer between schools of the University.

- ~ Student must collected 6 credit hours in 2 years before apply to transfer.
- ~ Student who want to come the national program from different university (international and national), must have GPA>2.8.
- ~ Student who want to transfer between schools of the University, must have GPA>2.5.

Source: Regulation on student transfer

Registration of student transfer:

- ~ There are two transfers in every academic year.
- ~ Student must register by online <https://burtgel.num.edu.mn/> between 01 July and 15 August for autumn transfer and 15 December and 15 January for spring transfer.
- ~ The following documents are required to transfer:
 - Citizenship identify card or foreign passport (not required transfer between schools)
 - Student statement of the previous university (not required transfer between schools)
 - Official course record of PhD study (not required transfer between schools)
 - Master's diploma and course record
 - Photo (not required transfer between schools)
 - Registration fee (not required transfer between schools)
- ~ Above-mentioned documents must be translated into Mongolian, if original copies in English, and translated copies must be notarized.
- ~ Student must pass (60 and above) the transfer exam.
- ~ Student who passed the exam shall bring the aforesaid documents within 3 days and get entrance certificate, PhD student ID.
- ~ If student can't come at the university within the specified period, he/she must inform it, otherwise enrolment will be canceled.

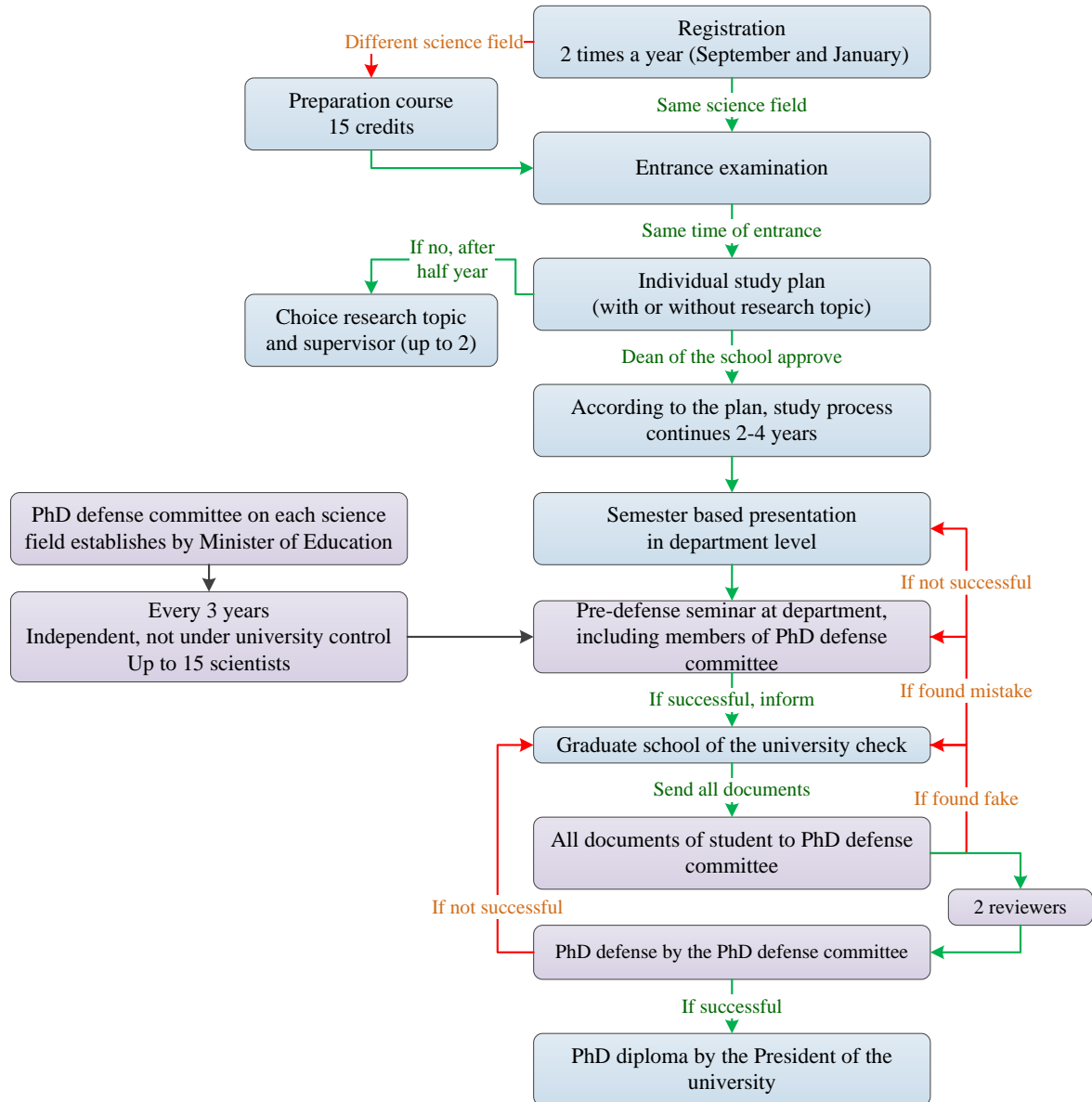


- ~ Student can equalize some credit hours between universities and schools:
 - o If student come from foreign university, up to 15 credit hours
 - o If student come from national university, up to 9 credit hours
 - o If student transfer between schools, up to 18 credit hours
- ~ Student can transfer only 1 time.

Source: Regulation on student transfer

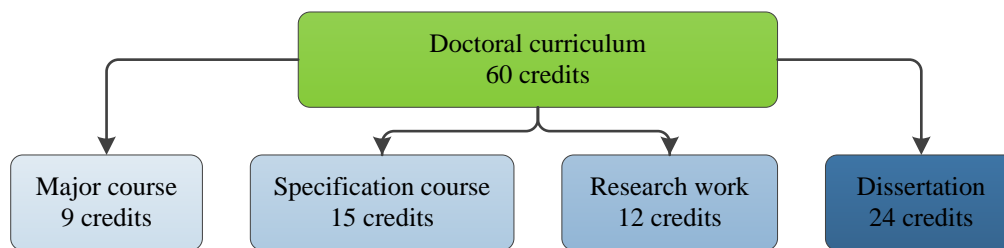
STUDY PROCESS:

PhD study process takes 2-4 years depends on the individual study plan. During the study, PhD student needs to introduce research progress to department staffs in each semester.



Structure of doctoral program:

Curriculum of doctoral program is consisted of 4 sections and each has different credit hours that PhD student shall collect.



1 credit = 48 academic hours 1 academic hour = 45 minute

Student assistantship:

- ~ The following assistantship types are available for PhD students.
 - o Research assistant: who works at science related project.
 - o Study assistant: who works at study process of the university.
 - o Administrative assistant: who works at management process of the university.
- ~ Administrative council of the university approves annual assistantship program before 10 December, based on requests from the university units such as schools, institutes, centers.
- ~ Based on the annual assistantship program, the requested unit shall announce it among students and organize the selection process before 15 January in spring semester and 10 June in autumn semester.
- ~ The university unit must make assistantship contract with the selected student.
- ~ Weekly working hours of assistant must not exceed 20 hours, and must continue up to 2 semesters.
- ~ Assistant must report own work at the end of each semester.

Source: Regulation on hiring a master's and doctoral student's assistantship

Requirement for student assistantship:

- ~ Must be full time student of master or doctoral program at the university.
- ~ Must have required capacity and knowledge, can be different depends on type of assistantship
- ~ Must agree working condition, can be different depends on type of assistantship

Source: Regulation on hiring a master's and doctoral student's assistantship

Student scholarships:

- ~ The following scholarship types are available for PhD students.
 - o Scholarship named after NUM
 - o Scholarship named after Academic committee of NUM
 - o Scholarship for NUM staff who is studying for PhD
 - o Scholarship of international and national organizations
 - o Scholarship of NUM alumni and private person
 - o Other scholarships
- ~ Required documents:
 - o Scholarship form
 - o Citizenship and students ID cards
 - o Official course record
 - o Success record of applicant, its supporting document
 - o Supervisor's statement (if required)
 - o Department or school statement (if required)
 - o Essay (if required)
 - o Additional document (if required)

Source: Regulation on awarding scholarships to students



General requirement for student scholarship:

- ~ Study status must be active.
- ~ Student must collected minimum 6 credit hours in 2 semesters before apply to transfer.
- ~ Do not have any punishment
- ~ Depend on scholarship type, specific requirement can be asked.

Source: Regulation on awarding scholarships to students

Recognizing the credit hours of research and internship work:

- ~ The following research and internship works can be recognized with credit hours.

○ University conference presentation	1
○ National conference presentation	1.5
○ International conference presentation	2
○ Paper in national journal, recognized by Academic committee	3
○ Paper in national journal with international review committee	4
○ International monograph	10
○ National monograph	8
○ Paper in international journal without SCI	8
○ Paper in international journal with SCI	10
○ Research assistant	2
- ~ The following research and internship works can't be recognized with credit hours.
 - Paper published in predatory journals and publishers
 - Book
 - Handout
 - Internship works not related to the research work

Source: Regulation on recognizing the credit hours of research and internship work for master's and doctoral students

GRADUATION PROCESS:

When supervisor and student recognize it is ready to defend, then department organizes open pre-defense seminar and invites PhD defense committee members as many as possible. At the end of the seminar, more than 80% of participants who have PhD degree agree to go further than the seminar decision sends to Graduate school of the university. If not agree, PhD student needs to correct his/her research according to comments by seminar participants.

When Graduate school receives the seminar decision, all documents, publication and study process shall check and send to the PhD defense committee. If Graduate school finds some mistake, then it informs to the department.

The required documents for PhD defense:

1. Notarized copy of master's diploma and course record
2. Publication list, signed by supervisor
3. University order of enrolment and transfer
4. School order of research topic and supervisor
5. PhD course record
6. Decision of commission for credit hour equalization, if student equalized credit hours
7. Financial statement from the university
8. Recognized decision of the credit hours of research and internship work
9. Minute meetings of presentations at research team and department levels, at least 2 times
10. Minute meeting of the pre-defense
11. Correction table for pre-defense recommendation



12. Abstract of dissertation, 3 pages
13. Supervisor statement
14. School statement
15. Private request to defense
16. PhD dissertation, 3 copy

Source: Regulation on recognizing the credit hours of research and internship work for master's and doctoral students

General requirement for dissertation of master's and doctoral research:

The following requirement must be filled for dissertation.

- ~ Must be based scientific research
- ~ Logical
- ~ Meaningful
- ~ Grammatically correct
- ~ No plagiarism
- ~ No false information
- ~ Must follow scientific ethic
- ~ Must respect copyright
- ~ Must be written in NUM template

After PhD defense, students must prepare the following document and submit it.

- ~ Any comment during the defense must be corrected, and must be checked by the person who gave comment.
- ~ Three copies of the dissertation must be signed by supervisor and members of the PhD defense committee.
- ~ Three signed copies of the dissertation shall distribute to the University library, The national library and The science and technology library.
- ~ When submit the dissertation to the University library, soft copy of the dissertation also needs to submit.

Source: Regulation on submitting the dissertation of master's and doctoral research

PhD defense flowchart:

When Secretary of the committee receives a statement on PhD student from Graduate school, again all documents, publication check by the committee. If find fake document, it will inform Graduate school. If everything is OK, then the committee assigns two scientific reviewers for research work.

Two reviewers conclude that research work is good enough to defend, then the committee organizes PhD defense. More than 75% of the committee members should participate. At the end of the defense, if more than 75% of the arrived members recognize research work is qualified for PhD degree, then this decision informs to the university. The university president gives PhD diploma.

