

## STUDY AND EXAMINATION REGULATIONS OF BACHELOR DEGREE PROGRAMS OF THE GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

Based on the Higher Education Law of Mongolia and on the Statute of the German-Mongolian Institute for Resources and Technology (GMIT), the Academic Senate of GMIT approved the following Study and Examination Regulations of Bachelor Degree Programs on April 4, 2017.

### Preamble

The Study and Examination Regulations determine the aims, content and structure as well as the examinations in the Bachelor degree programs “Environmental Engineering”, “Mechanical Engineering”, “Raw Materials and Process Engineering” and “Industrial Engineering” offered by the Faculty of Engineering of the German-Mongolian Institute for Resources and Technology.

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## Part A – Study Regulations

### §1. Aims and Objectives of the Programs

- (1) The objective of the programs is to qualify the graduate for an application-oriented employment or entrepreneurship in the particular field of engineering, and for life-long learning.
- (2) The graduates of the Bachelor degree engineering program will be able to
  - Apply mathematical, scientific and engineering principles to solving engineering problems.
  - Recognize and analyse complex problems, develop engineering solutions to problems, and realize holistic solutions for them.
  - Assess and apply as engineers in design, development, production, distribution and consulting scientific methods in order to foster the progress both of the society and of environmental engineering.
  - Apply information science for solving engineering problems.
  - Work in international teams in order to solve extensive and interdisciplinary problems.
  - Recognise the consequences of engineering activities in order to act responsibly within and for the society, the economy, and the environment
- (3) A more detailed description of the aims and objectives of the specific programs as well as the curriculum (study plan) are included in the module handbooks which are attached to these Regulations.

### §2. Academic Degree

- (1) The German-Mongolian Institute for Resources and Technology awards the academic degree of a Bachelor of Science (B.Sc.).
- (2) The degree is awarded after successful completion of all module examinations, the Bachelor thesis and the final colloquium.
- (3) To complete the program 240 credit points have to be achieved.

### §3. Duration and Structure of the Program

- (1) The duration of the Bachelor program is 8 semesters.
- (2) One academic year consists of two semesters: fall semester (August 1 until January 15) and spring semester (January 16 until July 31). One semester consists of 26 weeks and includes a teaching period of 16 weeks followed by a three-week examination period. The remaining weeks are devoted to self-study.  
An additional one-week retake exam period is offered prior to each semester. **/Amended by Senate meeting May 31, 2018/**
- (3) An internship period of at least 14 weeks is scheduled for the 6<sup>th</sup> semester. The internship is organized according to the Internship Regulations of GMIT.
- (4) The Bachelor thesis will be written in the 8<sup>th</sup> semester. Details are set forth in the Examination Regulations.
- (5) The maximum time to complete the Bachelor's program is 8 years.

#### **§4. Language of Instruction**

- (1) The language of instruction and examinations is English.
- (2) Exceptions are set forth in the module descriptions.

#### **§5. Admission and Selection of Major**

- (1) Details of the admission requirements and procedure are set forth in the Admission and Enrollment Regulations of GMIT.
- (2) As a rule, students are admitted to Bachelor programs in the fall semester.
- (3) Students transferring from other universities and students in exchange or double degree programs may be admitted in the fall semester and in the spring semester.
- (4) Students select their major upon enrolment into the 1<sup>st</sup> Bachelor semester. Students who do not wish to decide for a major at that time, can be enrolled as “undeclared” students until the end of the 3<sup>rd</sup> semester.

#### **§6. Modules and Module Description**

- (1) Bachelor degree programs are organized in modules. A module comprises areas of knowledge that form a thematic unit. The content of a module should allow for its completion within one semester or one academic year.
- (2) A module can include different forms of teaching and learning. In lectures, theoretical knowledge is presented. Recitations revise the material of the lecture and deepen the students' understanding of the content. They may include problem-solving tasks, presentations, independent projects and general practice and introduce students to independent scientific research. In laboratory sessions students apply their theoretical knowledge and are trained in methodology and practical experimental skills. Additional forms of teaching and learning are excursions, study projects, internships, self-learning as well as the Bachelor thesis and the final colloquium.
- (3) As a rule, a module is completed with a module examination. Exceptions are set forth in the module descriptions.
- (4) Each module is described in detail in the module description. It contains the following information:
  - a. the module title and the module code
  - b. the duration of the module, in which semesters it is offered and the frequency with which the module is offered
  - c. the number of credit points awarded if the module is completed successfully
  - d. the work load in hours, divided into contact hours and self-study time
  - e. the instructor responsible for the module (module coordinator)
  - f. the language of instruction
  - g. the intended learning outcomes/major content
  - h. mandatory literature
  - i. the form of teaching
  - j. the assessment methods
  - k. the associated degree programs
  - l. prerequisites for participation in the module
  - m. the forms of module examinations

n. the grading system

- (5) All module descriptions are summarized in the module handbook of the program.
- (6) The module coordinator has the task to coordinate the respective examination process and to suggest the weighting and grading within the module. **/Amended by Senate meeting Apr 4, 2017/**

### **§7. Core Modules and Elective Modules**

- (1) Core modules are mandatory parts of the curriculum and need to be completed by the students.
- (2) In addition to the core modules, students have to complete a certain number of credit points from elective modules during their studies. The exact number is given in the curriculum.
- (3) Elective modules can be technical or non-technical. The student can choose from a number of elective modules, depending on their availability. As a rule, the minimum number of participants in an elective module is five students.
- (4) Students may withdraw from an elective module within the first week of the teaching period that the module is offered. If they continue studying the elective module, students need to complete the module according to the examination regulations. **/Amended by Senate meeting Apr 24, 2018/**
- (5) In agreement with the Program coordinator, regular core modules of other Bachelor's programs may be recognized as elective modules.
- (6) Students are free to complete elective modules on top of the amount required in the curriculum.
- (7) Students may take modules offered by partner universities in Mongolia or abroad and have the completed modules recognized to their studies at GMIT, provided the Examination Board agreed to the selection of modules prior to starting the module.
- (8) Number of students in class (session) should be a maximum of 20 students for language mandatory and language elective courses. If students exceeding the maximum allowed numbers register for the same class (session) upper classmen have priority. **/Amended by Senate meeting Sep 26, 2017/**
- (9) Number of students in the recitation class should not exceed 30 students in any session. **/Amended by Senate meeting Sep 26, 2017/**

### **§8. Credit Points, Work Load and Units of Instruction**

- (1) For the successful completion of modules credit points (CP) are awarded.
- (2) Credit points reflect the workload of a module. Based on the European Credit and Transfer System (ECTS), one credit point stands for a work load of 30 hours (one hour equals 60 minutes). This includes the contact hours, homework and project assignments, exam preparation and the examinations themselves as well as self-learning in general.
- (3) The amount of teaching is given in units of instruction (Uol). One unit of instruction has 45 minutes per week of the lecture period. If need arises, modules can also be taught as a block within a reduced number of weeks with a higher number of units of instruction per week than specified in the module description.

### **§9. Academic Performance and Module Assessment**

- (1) Attendance of classes is mandatory. Students are required to attend 80% of the classes as prerequisite for admission to the module examination.
- (2) Academic performance during the semester can have different forms, e.g. assignments, laboratory or internship reports, supervised tests or quizzes, presentations or homework. They may be graded. The requirements for the academic performance during the semester depend on the instructor. The students have to be informed about these requirements at the beginning of the module.
- (3) Details of the final module assessment (e.g. examinations, pass/fail) are given in the module description. Further details are set forth in Part B. Examination Regulations.

### **§10. Program Coordinator**

- (1) The Program Coordinator administers the program academically on behalf of the Faculty which offers the Bachelor degree program. He/she regularly reviews the curriculum and the module handbooks as well as the Study and Examination Regulations and makes suggestions for their revisions.
- (2) The Program Coordinator offers advice to the students in all academic matters related to the program, such as admission requirements, examinations, selection of modules, study abroad phases, internships, job opportunities as well as change of major or transfer from other universities.

## Part B – Examination Regulations

### 1. Definition of Examinations

#### §1. Purpose of the Bachelor Examination

- (1) The Bachelor examination leads to professional qualification upon graduation. The intention of this examination is to determine whether the student has acquired the necessary thorough knowledge, skills and competencies required for transition into professional practice, understands the interrelations in his/her field, and has the skills to work and further develop independently according to scientific methods.
- (2) The Bachelor examination consists of all module examinations, the Bachelor thesis and the final colloquium.

#### §2. Module Examination

- (1) A module examination is the final examination of a module. A student can only be admitted to a module examination if he/she attends at least 80% of all contact hours of the module.
- (2) The final grade awarded for the module consists of the grades awarded for the academic performance during the semester and for the module examination.
- (3) As a rule, the academic performance during the module accounts for 30% of the final grade, the module examination accounts for 70% of the final grade for the module. In exceptional cases, e.g. in laboratory modules, the semester performance may account for 100% of the final grade. Details are given in the module description.
- (4) If a module, whose semester performance accounts for 100%, is not successfully completed with a percentage grade of min. 60% or a “pass”, the module needs to be repeated, unless stated differently in the module description. The Engineering Summer School elective module is an exception to this rule; this module cannot be repeated. **/Amended by Senate meeting Apr 4, 2017/**

#### §3. Content and Forms of Examinations

- (1) The content of an examination is based on the intended learning outcomes which are defined in the module description.
- (2) Examinations can be written or oral or may have other forms suitable for the specific subject. For each module the forms of examinations are described in the module handbook.
- (3) If the module description offers a choice, the examiners have to announce no later than by the date of registration whether the examination will be written or oral.
- (4) The examiners determine which tools or aids may be used in the exam. Students are to be informed prior to the examination.
- (5) If a student cannot take the examination according to the regulation of the module description due to personal circumstances (illness, pregnancy, disability, care of children or family members etc.) which are known already before the examination, he/she may apply in writing to the Examination Board to be allowed to take an alternative form of examination according to §6, to be granted an extension of the deadline for the submission of an assignment or the delay of an

examination, presentation or defense. A medical certificate or another appropriate certification documenting the circumstances has to be submitted with the application.

#### **§4. Written Examinations**

- (1) The duration of the written examination is determined in the respective module description. A written examination should be no shorter than 60 minutes and should not exceed 180 minutes.  
**/Amended by Senate meeting Apr 4, 2017/**
- (2) Exams with a duration of more than 120 minutes need to be split into two parts with a break in between. The 1st part of the exam is completed before the break. The exam papers of the first part of the exam need to be collected. **/Amended by Senate meeting Apr 4, 2017/**
- (3) A written examination is supervised by at least two examiners or by an examiner, assisted by an invigilator.

#### **§5. Oral Examinations**

- (1) An oral examination is generally held by an examiner and an assessor. If two instructors are involved in a module, the examination is held by two examiners.
- (2) The duration of the oral examination is determined in the respective module description. An oral examination should not be shorter than 15 minutes per student and should not exceed 60 minutes per student.
- (3) The essential topics and results of the oral examination have to be recorded in the minutes by the examiners.

#### **§6 Alternative Examinations**

- (1) Alternative Examinations are usually held within the context of internships, seminars or projects. These examinations may have the form of written assignments, presentations, reports or other forms. In case of group projects the contribution of each individual needs to be clearly visible and specified.
- (2) The form, duration and extent of the alternative examination as well as the time frame for its preparation and submission are described in the respective module description.
- (3) When submitting a written document according to section (1) as well as the Bachelor thesis, the student has to confirm in writing that he/she was the only author of the document and that no other aids or sources than indicated in the document were used.

## **2. Administration of the Examinations**

#### **§7. Examination Board**

- (1) An Examination Board will be set up for each degree program. Alternatively, one Board may be responsible for the examinations in multiple degree programs.
- (2) In all matters relating to examinations the Examination Board ensures compliance with the Study and Examination Regulations. It shall make the necessary decisions unless another responsibility is outlined in these Regulations. The Examination Board makes decisions concerning the following matters:



- a. Admission to the examination
  - b. Approval of alternative forms of examination upon request
  - c. Appointment of examiners
  - d. Recognition of periods of studies, grades and credit points achieved at other institutions of higher education
  - e. Decision on the final grade of examinations in case of disagreement of examiners
  - f. Decision on the extension of the deadline for the Bachelor thesis in agreement with the supervisor
  - g. Appointment of a third examiner to grade the Bachelor thesis
  - h. Determination of consequences in cases of non-compliance with these Regulations
  - i. Invalidity of examinations
  - j. Processing objections
  - k. Suggestions for improvement of the Study and Examination Regulations.
- (3) The Examination Board has five members (three professors, one member of academic staff, and one student). The Examination Board is appointed by the Faculty. In the case that there is only one interdepartmental Examination Board, the Board is approved by the Academic Senate and appointed by Rector's Resolution. The student representative of the Board is proposed by the student council. Additionally, the Head of the Department of Academic and Student Affairs is invited to advise the Board.
  - (4) The members of the Examination Board are appointed for two years, students for one year. A reappointment is possible.
  - (5) In its first meeting the Examination Board elects the chairman and the vice-chairman. Upon consent of the Examination Board, duties of the Board according to section (2) may be transferred to the Chairman.
  - (6) An Examination Board may only reach a quorum if at least half of its members are in attendance. It shall resolve with the majority of the attending members. In exceptional cases a decision can be made by written consent in lieu of a meeting.
  - (7) The invitation to the Board meeting should be sent out by the Chairman of the Examination Board at least two days in advance.
  - (8) The members of the Examination Board have the right to attend all examinations and to access all documents pertaining to the examinations.
  - (9) The members of the Examination Board are subject to professional confidentiality.

### **§8. Examiners, Assessors and Invigilators**

- (1) Professors and instructors are authorized to administer examinations in the subjects they are teaching or are able to teach.
- (2) External academic staff who has been appointed to teach special subjects independently may conduct examinations in their subjects.
- (3) The Examination Board appoints the examiners who are not already authorized to administer examinations in their instructional capacity and informs the Department of Academic and Student Affairs accordingly.
- (4) In well-founded cases, several examiners may be appointed by the Examination Board to jointly administer an examination.
- (5) Invigilators for written examinations are appointed by the examiner. A qualification in the respective subject is not necessary for the invigilator.

- (6) Assessors for oral examinations are appointed by the examiner. They must have the qualifications required by the examination or an equivalent qualification.
- (7) Examiners and assessors administer their examinations independently and objectively.
- (8) The examiners, assessors and invigilators are subject to professional confidentiality.

### 3. Examination Periods, Requirements, Registration and Missing Examinations

#### §9. Examination Periods

- (1) Examinations normally take place in the examination period that immediately follows the teaching of the module in question. Retake examinations are offered during the examination period at the end of the semester and at the beginning of each semester. **/Amended by Senate meeting May 31, 2018/**
- (2) In well-founded cases examinations may take place outside the regular examination period in agreement with the examiner and the student (only for oral examinations) and upon decision of the Examination Board.
- (3) Examination period and registration period are part of the Academic Calendar which is published before the beginning of the academic year.
- (4) In agreement with the examiners, the Department of Academic and Student Affairs informs about the date, time, place and subject of an examination as well as the name of the examiners at least two weeks prior to the beginning of the examination period. If it is necessary to deviate from this examination plan, the date must only be rescheduled with the approval of the Examination Board.

#### §10. Examination Admission Requirements

- (1) The admission to a module examination is only possible if the student:
  - a. is enrolled at GMIT,
  - b. attended at least 80% of the contact hours of the module,
  - c. has not yet failed all possible retakes at GMIT or any comparable examination at another university.
- (2) On the basis of individual application the Examination Board may grant an exemption from the obligation of being enrolled at the date of registration if the student changes the university or the degree program. In this case, the Board also decides on whether the module examination should count for 100% of the final grade of the respective module notwithstanding Part B §2 (3).
- (3) The student is only eligible to receive the topic of the Bachelor thesis if he/she is enrolled at the German-Mongolian Institute for Resources and Technology.
- (4) Participation in the module examination is mandatory, provided that the student meets all examination requirements set forth in (1). The information according to (1) b has to be confirmed by the lecturer in the Campus Management System. The student does not need to register for this first module examination. In exceptional cases the Examination Board may decide to deviate from mandatory participation.
- (5) If a student does not meet the attendance requirement of 80%, the first mandatory exam is declared "a failure". **/Amended by Senate meeting May 31, 2018/**

- (6) If a student does not fulfill the attendance requirement of 80% on three or more mandatory modules concurrently, the student must repeat these three or more modules in the earliest semester the University offers these modules and is not allowed to attend his/her other program modules. Furthermore, if the student must repeat these three or more modules concurrently, the performance and attendance requirements of the module descriptions apply. **/Amended by Senate meeting May 31, 2018/**
- (7) To participate in the first retake examination the student needs to register with the Department of Academic and Student Affairs. For admission to the second retake examination the student must apply in writing to the Department of Academic and Student Affairs and can only register if his application was approved.
- (8) The Examination Board checks if the student meets the examination admission requirements according to (1) a) and c). The Department of Academic and Student Affairs prepares the lists of participants in the examination which are published by the Examination Board.
- (9) Admission to an examination cannot be granted if
  - (a) the student does not fulfill the examination admission requirements and regulations defined in (1) and (3),
  - (b) the student fails to register for the retake examination within the registration period.
- (10) In case of doubt, the decision is made by the Examination Board.

## §11. Recognition of Study Periods and Examinations

- (1) Modules and their examinations completed at another institution of Higher Education in Mongolia or abroad will be recognized by the Examination Board if they are not substantially different from modules and examinations of the respective degree program of GMIT.
- (2) If the modules and examinations are not recognized, the Examination Board has to demonstrate substantial differences between the modules and examinations whose recognition is requested and the modules of the respective degree program at GMIT. Differences may be due to the quality, the level, the learning outcomes, the workload or the profile of the modules and their examinations. The applicant must submit the transcript of records, the descriptions of the respective modules, the syllabus or other required documents in order to receive approval.
- (3) In the case of exchange programs, the recognition of modules that were completed abroad will be based on a Learning Agreement signed by the student, the partner university and the Examination Board at GMIT prior to the student's departure.
- (4) Knowledge, skills and competencies that have been acquired informally outside of an institution of Higher Education are recognized if no substantial differences to the knowledge, skills and competencies acquired by the modules of the reference degree programs exist.
- (5) In sum, the modules and examinations to be recognized can only account for a maximum of 120 credit points of a degree program at GMIT.
- (6) If modules and their examinations are recognized, the grades have to be transferred by decision of the Examination Board on the basis of the rules of the European Credit Transfer System Users' Guide.
- (7) Modules and their examinations are recognized if the examination does not date back for more than five years. The Examination Board decides on the recognition of modules and examinations completed earlier taking into account the present state of knowledge of the applicant. If recognition is refused, the reasons for the denial have to be communicated to the applicant.

- (8) If necessary the Examination Board may involve an examiner in its decision or ask the student to take an exam to prove the knowledge, skills or competencies.

## **§12. Registration**

- (1) Participation in all retake examinations must be registered with the Department of Academic and Student Affairs.
- (2) The registration period should be one week, it should end no later than one week before the retake examination period.
- (3) The Department of Academic and Student Affairs communicates the registration periods and deadlines both electronically and by written notice.
- (4) For special examination dates according to Part B §9 (2), too, the student must register no later than one week prior to an examination.

## **§13. Missing Examinations and Deadlines**

1. If the student cannot participate in the examination in case of illness or because of other comparable serious reasons, he/she has to inform the Department of Academic and Student Affairs immediately in writing upon becoming aware of the reason.
2. In case of illness the student has to present a doctor's certificate stating the beginning and, if applicable, the end of the illness, as well as the student's inability to write the examination. The doctor's certificate must be submitted to the Department of Academic and Student Affairs within three working days of becoming ill.
3. The illness of a child in the student's care is considered on par with the illness of the student him/herself. In case of doubt, a certificate from an official health officer may be requested.
4. If the student does not participate in an examination without reason, or if the reasons given are not accepted by the Department of Academic and Student Affairs, the examination will be rated as "failure" by the Examination Board.
5. The regulations set forth in section (1) to (3) also apply with respect to the adherence to registration deadlines for examinations or failure to comply with time limits set for written papers or assignments relating to an examination.
6. In cases of doubt, the Examination Board shall decide if the reasons for missing examinations or deadlines are acceptable.

## **4. Bachelor Thesis**

### **§14. Definition**

- (1) With the Bachelor thesis and the final colloquium the student shall prove that he/she can solve a problem in his/her subject area independently using scientific or engineering methods within a certain period of time. Furthermore, the student should present the problem and his/her research in writing and in oral form.
- (2) Details of the Bachelor thesis and final colloquium are set forth in the module description.

### **§15. Admission Requirements, Assignment and Submission**

- (1) The topic of the Bachelor thesis has to be related to the content of the Bachelor degree program. It has to be defined or approved and assigned by a professor or lecturer of GMIT. If possible, the student's preferred topic should be taken into account.
- (2) The student may register for the Bachelor thesis with the Department of Academic and Student Affairs when he/she has achieved a minimum of 180 credits. The date of the registration of the thesis topic, the topic itself and the date of the submission of the thesis must be recorded by the Department of Academic and Student Affairs in the student's file.
- (3) The module description defines the period during which the Bachelor thesis has to be written and submitted to the Department of Academic and Student Affairs. As a rule, the term for writing the Bachelor thesis must not be longer than six months. The topic must be so conceived as to allow the thesis to be completed within the given amount of time. In exceptional cases, the Examination Board may extend the deadline by maximum eight weeks. This process is subject to the regulations of Part B §13.
- (4) The student may return the thesis topic before the middle of the defined writing period, but no later than two months after the beginning. This will not count as "failure". Upon return of a thesis topic, a new topic shall be given out immediately. At this point a new deadline and writing period according to (3) has to be defined. The new dates and the new topic have to be recorded on file. It is not permissible to return the new topic.
- (5) The student must submit two printed copies of the Bachelor thesis to the Department of Academic and Student Affairs. The Bachelor thesis includes a full index of all sources that were used, including sources from the internet and all other tools as well as an official declaration following Part B §6 section (3). An electronic version of the Bachelor thesis is mandatory and must also be submitted to the Department of Academic and Student Affairs and to the examiners by the submission deadline.
- (6) If the Bachelor thesis is not submitted within the deadline, it will be rated as "failure".
- (7) The graded copy of the Bachelor thesis will be made part of the student's examination file.

### **§16. Supervision and Evaluation**

- (1) As a rule the Bachelor thesis is supervised and assessed by professors or lecturers of GMIT.
- (2) The final thesis may be carried out within GMIT or at an institution outside of GMIT with consent of the Examination Board. If the thesis is carried out at another university, a professor from that university and a professor of GMIT are jointly appointed by the Examination Board to supervise the student.
- (3) The Bachelor thesis must be assessed in writing by at least two examiners individually. One of the examiners is the supervisor.
- (4) The student may suggest an examiner to the Examination Board. The Examination Board may deviate from the student's suggestion with well-founded reasons.
- (5) The written assessments are recorded in the student's examination file. The evaluation procedure shall take no longer than four weeks.
- (6) The Bachelor thesis is rated as "passed" when both examiners rate the thesis at least with 60% ("pass"). If the assessments differ, the final grade is the average of both grades.
- (7) If the Bachelor thesis is rated as "failure" by one examiner, the Examination Board appoints a third examiner to obtain a third assessment. If this examiner also rates the thesis as "failure", the

thesis is rated as “failure”. In all other cases, the final grade of the thesis is the average of the three grades.

- (8) The Bachelor thesis has to be publicly defended in a colloquium. The student can only be admitted to the colloquium, if the Bachelor thesis is rated at least as “passed”. The student has to be granted access to the written assessments one day before the colloquium at the latest. The colloquium should take place within eight weeks after the submission of the Bachelor thesis. The presentation of the student should take approximately 20 minutes, the discussion should not exceed 40 minutes. The grade for the colloquium is the average of the grades of the two examiners.
- (9) The final grade for the Bachelor thesis consists of the grade of the thesis and of the grade of the performance in the colloquium with a weighting of 4:1 provided that the colloquium was rated at least as “passed”.

## 5. Grading of Examinations

### §17. Definition of Grades

- (1) The grading system is defined as follows:

Letter grade	Number grade	Performance percentage	Interpretation of grade
A	4.0	95-100	an excellent performance
A-	3.7	90-94	
B+	3.3	87-89	a good performance considerably above average
B	3.0	83-86	
B-	2.7	80-82	
C+	2.3	77-79	an average performance
C	2.0	73-76	
C-	1.7	70-72	
D+	1.3	65-69	a performance that still satisfies the requirements despite deficiencies
D	1.0	60-64	
F	0	0-59	a performance that is not satisfactory

### §18. Grading

- (1) The examiner determines the grades for individual examination achievements. If more than one examiners are involved in the grading, the final grade will be the average of the grades expressed in performance percentage. This does not impact Part B § 16 (6) and (7).
- (2) The evaluation procedure for module examinations shall take no longer than two weeks. For the Bachelor thesis Part B § 16 (5) applies.



- (3) An examination is rated as “passed” with a grade of at least 60%. An examination achievement rated below 60% is rated as “failure”. All module examination performance percentage scores are rounded and given as integers.
- (4) The curriculum defines the number of credits that need to be achieved in the elective areas. For the calculation of the grade of the Bachelor examination, all grades of completed elective modules are considered in descending order starting with the best grade. Only those grades from the elective modules shall be included in the calculation of the final grade until the required number of credits is reached. The remaining modules will not be considered in the calculation of the final grade.
- (5) The students are informed about the examination results by written notice. Furthermore, the student can access his own results in his digital student file.
- (6) If a student has failed an examination, he/she will be informed about the result and the possibilities to retake the examination. The notification also includes the instruction on the right to appeal.
- (7) The Grade Point Average (GPA) is the average grade weighted according to the number of Credit Points of the modules.
- (8) The final grade for the Bachelor examination includes the module grades as well as the grade of the Bachelor thesis and of the colloquium.
- (9) The requirement for passing the Bachelor examination is the completion of all modules, of the Bachelor thesis as well as of the final colloquium with a minimum performance percentage score of 60% each.
- (10) For the calculation of the final grade only the first two decimal places are to be taken into account. All other decimal places are to be eliminated without rounding.
- (11) The grading scale for the Bachelor examination is as follows:

For an average of up to and including 3.60	A
For an average of 2.60 up to and including 3.59	B
For an average of 1.60 up to and including 2.59	C
For an average of 1.00 up to and including 1.59	D
For an average below 1.00	F

- (12) The Examination Board may award the total rating “passed with distinction” for excellent overall academic achievements.

## 6. Retake of Examinations and Failure of Bachelor Examination

### §19. Retake of Examinations

- (1) If an examination is deemed a failure, it has to be retaken. Passed examinations cannot be retaken.
- (2) Fall/Spring semester’s failed exams will be retaken during the week just before the teaching period of the following Fall/Spring semester. **/Amended by Senate meeting May 31, 2018/**

- (3) If the 1st retake exam is deemed a failure, then the 2nd retake exam has to be taken during the regular exam period of the semester that the modules are available. If the modules are not available, the 2nd retake exams can be taken during retake exam periods. **/Amended by Senate meeting May 31, 2018/**

A 2nd retake of a failed examination may only be granted on the basis of a written application by the student. The application has to be submitted to the Department of Academic and Student Affairs. Provided the examiner agrees, the second retake examination may be an oral examination. If the second retake is an oral examination, the student may suggest an assessor.

**/Amended by Senate meeting May 31, 2018/**

- (4) The second retake needs to be graded by two examiners. If the examiners disagree on the grades, the Examination Board decides upon the final grade after hearing the examiners.
- (5) A second repetition of the Bachelor thesis and of the final colloquium is not permitted.
- (6) Prior to the application to the second retake examination, the student is required to consult the Program Coordinator.

## §20. Failure of Bachelor Examination

- (1) A student irrevocably fails the Bachelor examination if:
- a second retake examination was rated as “failure”,
  - the retake of the Bachelor thesis or the final colloquium was rated as “failure”;
  - an admission to further examinations is excluded according to the Examination Regulations or according to the decision of the Examination Board
- (2) A student who has irrevocably failed to pass one of the module examinations, the Bachelor thesis or the final colloquium will officially be notified. The notification will include the instruction on the right to appeal.

## §21. Access to Examination Documents

After the announcement of the results of a module examination or after completion of the Bachelor examination, upon application, the student will be granted access to his/her written examination documents, the evaluation thereof and the minutes of the oral examination. The application must be submitted within one year from the end of the module examination or the completion of the Bachelor examination.

## §22. Objection

- (1) An objection to any decision based on the Examination Regulations is permissible. It may be filed in writing to the Examination Board within one month after the decision was announced to the student by notification.
- (2) The Examination Board decides on the objection and notifies the student accordingly in writing. The notification includes the reason for the decision as well as the instructions on the right to appeal.



## 7. Certificates

### §23. Diploma

- (1) The diploma lists all completed modules with the respective grades and credit points, the topic and the grade of the final thesis as well as the grade point average according to Part B §18 sections (8)-(11). Achievements completed as described under Part B §11 are recorded in the diploma with the names of the external institutions. Modules offered by GMIT which are completed voluntarily by the student are also included.
- (2) The diploma is to be issued within four weeks after the successful completion of the last examination.
- (3) The diploma is issued in Mongolian, English and old Mongolian script.
- (4) The diploma is to be sealed and signed by the Dean of the Faculty and by the Chairman of the Examination Board. The transcript bears the date of the day on which the student completed his/her last examination.

### §24. Bachelor Degree Certificate

- (1) After having passed all examinations, the student receives, along with the diploma described in Part B §23, a Bachelor degree certificate certifying the award of the academic degree. The certificate is issued in Mongolian, English and old Mongolian script, sealed and signed by the Dean of the Faculty, the chairman of the Examination Board and by the Rector of GMIT.
- (2) The academic degree may only be used after the student has received the Bachelor degree certificate.

### §25. Diploma Supplement

- (1) The German-Mongolian Institute for Resources and Technology issues a Diploma Supplement in English corresponding to the Diploma Supplement model of the European Union.
- (2) Together with the grades of the module examinations the statistical distribution of the grades of all module examinations of the degree program over the last three academic years are included in the Diploma Supplement.

### §26. Transcript of Records

An overview of all academic achievements will be made available for every student at any time. The transcript of records includes the name of the module, the date and the result of the examination, the credit points awarded and the GPA. The transcript of records is issued in English or Mongolian.

## 8. Violation of the Examination Regulations

### §27. Unlawful Admission to Examinations

- (1) If the admission requirements for an examination were not fulfilled by the student, the situation is considered remedied by passing the examination provided that the student did not have the intention to cheat into being admitted.

- (2) If the student intentionally obtained unlawful admission to an examination, both the module examination and the Bachelor examination are rated as “failure”. The student has to be heard before the decision. The incorrect diploma, Bachelor degree certificate and Diploma Supplement need to be reclaimed by The Department of Academic and Student Affairs.

### **§28. Cheating and Unlawful Behavior in Examinations**

- (1) When the student cheats or attempts to cheat in an examination or if he/she uses sources or means other than those allowed, the student is immediately excluded from the examination and the examination is declared a “failure”. In case of conflict, the decision should be made in agreement with the Examination Board.
- (2) Students who intentionally disrupt the course of an examination may be excluded by the examiner or invigilator from the rest of the examination. The examination is considered as “failure”.
- (3) If a declaration according to Part B §6 (3) is submitted and is discovered to be false and the work submitted is another author’s work, a re-working of another author’s work, or a restructuring of another work, in whole or in part, or submitted without giving reference, is also considered cheating (plagiarism).
- (4) If a student commits repeated offenses as described in sections (1)-(3), the Examination Board may decide to have the student expelled from GMIT.
- (5) In cases according to sections (1)-(4) the student has to be notified immediately in writing. The notification includes the reason for the decision as well as the instructions on the right to appeal.
- (6) If unlawful behavior in an examination is discovered within five years after the completion of a module examination, the examination is rated as “failure”. If this impacts the Bachelor examination, it is also rated as “failure”. The student has to be heard before the decision. The student’s academic degree must be revoked and the incorrect diploma, Bachelor degree certificate and Diploma Supplement need to be reclaimed by the Department of Academic and Student Affairs.
- (7) The Examination Board shall decide about the validity and rating of all other examinations carried out under impermissible conditions.

### **9. Entry into Force**

- (1) The Examination Regulations come into effect on April 05, 2017 by Rector’s resolution
- (2) Amendments to the Examination Regulations are possible upon decision of the Academic Senate. Amendments are done in writing.

## **AMENDMENT**

### TO THE STUDY AND EXAMINATION REGULATIONS OF THE DEGREE BACHELOR OF THE GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

Approved by the Academic Senate  
of the German-Mongolian Institute for Resources and Technology  
on September 26, 2017.

The Academic Senate agree to amend the Study and Exam Regulations, approved on April 4, 2017,  
as follows:

Part A – Study Regulations: The section 7 (§7 Core Modules and Elective Modules), shall be added  
paragraph (8), (9) that read:

- (8) Number of students in class (session) should be a maximum of 20 students for language mandatory and language elective courses. If students exceeding the maximum allowed numbers register for the same class (session) upper classmen have priority.
- (9) Number of students in the recitation class should not exceed 30 students in any session.

Shall now be added.

## AMENDMENT

### TO THE STUDY AND EXAMINATION REGULATIONS OF THE DEGREE BACHELOR OF THE GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

Approved by the Academic Senate  
of the German-Mongolian Institute for Resources and Technology  
on April 24, 2018.

The Academic Senate agree to amend the Study and Exam Regulations, approved on April 4, 2017, as follows:

The section 7 (§7 Core Modules and Elective Modules), paragraph 4 that read:

- (4) *Students may withdraw from an elective module within the first two weeks of the lecture period, in the case of block teaching, within the first week that the module is offered. If they continue studying the elective module, students need to complete the module according to the examination regulations.*

Shall now be read.

- (4) Students may withdraw from an elective module within the first one week of the teaching period that the module is offered. If they continue studying the elective module, students need to complete the module according to the examination regulations.

## AMENDMENT

### TO THE STUDY AND EXAMINATION REGULATIONS OF THE DEGREE BACHELOR OF THE GERMAN-MONGOLIAN INSTITUTE FOR RESOURCES AND TECHNOLOGY

Approved by the Academic Senate  
of the German-Mongolian Institute for Resources and Technology  
on May 31, 2018.

The Academic Senate agree to amend the Study and Exam Regulations, approved on April 4, 2017, as follows:

#### Part A – Study Regulations:

##### Section 3 (§3 Duration and Structure of the Program), paragraph (2) that reads:

- (2) One Academic year consists of two semesters, fall semester (August 1 until January 15) and spring semester (January 16 until July 31). One semester consists of 26 weeks and includes a teaching period of 16 weeks followed by a three-week examination period. The remaining weeks are devoted to self-study.  
An additional one-week retake exam period is offered prior to the fall semester.*

Shall now be changed to:

- (2) One academic year consists of two semesters: fall semester (August 1 until January 15) and spring semester (January 16 until July 31). One semester consists of 26 weeks and includes a teaching period of 16 weeks followed by a three-week examination period. The remaining weeks are devoted to self-study.  
An additional one-week retake exam period is offered prior to each semester.*

#### Part B – Examination Regulations:

##### III. Examination Periods, Requirements, Registration and Missing Examinations

##### Section 9 (§9 Examination Periods), paragraph (1) that reads:

- (1) Examinations normally take place in the examination period that immediately follows the teaching of the module. Retake examinations are offered during the examination period at the end of the semester and in the beginning of the fall semester.*

Shall now be changed to:

- (1) Examinations normally take place in the examination period that immediately follows the teaching of the module in question. Retake examinations are offered during the examination period at the end of the semester and at the beginning of each semester.

Section 10 (§10 Examination Admission Requirements), paragraphs (5) and (6) that read:

- (5) *If the student does not meet the attendance requirement of 80%, the first mandatory exam is declared “a failure”. The student needs to repeat the module including the performance requirement. The attendance requirement is waived.*
- (6) *If the student fails three or more mandatory modules concurrently for insufficient attendance, the student must repeat these three or more modules at the earliest semester the University offers these modules without attending his/her other program modules. However, if the student must repeat these three or more modules concurrently, the performance and attendance requirements of the module descriptions apply.*

Shall now be changed to:

- (5) If a student does not meet the attendance requirement of 80%, the first mandatory exam is declared “a failure”.
- (6) If a student does not fulfill the attendance requirement of 80% on three or more mandatory modules concurrently, the student must repeat these three or more modules in the earliest semester the University offers these modules and is not allowed to attend his/her other program modules. Furthermore, if the student must repeat these three or more modules concurrently, the performance and attendance requirements of the module descriptions apply.

## **VI. Retake of Examinations and Failure of Bachelor Examination**

**Section 19 (§19 Retake Examinations), paragraphs (1) and (2) that read:**

- (1) *If an examination is rated as “failure“, it may be retaken. The retake has to take place within the following semester. Passed examinations cannot be retaken.*
- (2) *A second retake of a failed examination may only be granted on the basis of a written application of the student. The application has to be submitted to the Department of Academic and Student Affairs. The second retake examination will have to be taken within the second semester that follows the original examination. In agreement with the examiner the second retake examination may be an oral examination.*

Shall now be changed and added:

- (1) If an examination is deemed a failure, it has to be retaken. Passed examinations cannot be retaken.

- (2) Fall/Spring semester's failed exams will be retaken during the week just before the teaching period of the following Fall/Spring semester.
- (3) If the 1st retake exam is deemed a failure, then the 2nd retake exam has to be taken during the regular exam period of the semester that the modules are available. If the modules are not available, the 2nd retake exams can be taken during retake exam periods.  
A 2nd retake of a failed examination may only be granted on the basis of a written application by the student. The application has to be submitted to the Department of Academic and Student Affairs. Provided the examiner agrees, the second retake examination may be an oral examination.